MINUTES of the MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 11 OCTOBER 2018 at 7.00 PM

PRESENT:

Councillor Mrs A E D Barham (Town Mayor)
Councillor P M Harman (Deputy Town Mayor)
Councillor K B Basson
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor Dr J M Harman
Councillor P C Harris
Councillor Ms L C Howes
Councillor Mrs M B Kelly
Councillor R J Lees
Councillor D J Mote
Councillor S J Ryan

ALSO PRESENT:

Ms Ann Duke
Mr G Baker
Rev. Mark Hurley

Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

There were none

The Town Mayor introduced Rev. Mark Hurley and thanked him for attending the meeting. Rev. Mark Hurley then led the Council in prayer.

Rev. Mark Hurley informed members that he would be giving a brief presentation at the Town Councils Centenary of WW1 event on 10 November 2018 (war memorial in Swanscombe Park).

226/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

226/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' J A Hayes, K M Kelly, Mrs L Manchester, B R Parry, A S Reach, B E Read & Mrs I A Read.

Apologies for lateness were received from Councillors' K G Basson, P M Harman and D J Mote.

227/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

Mr Baker advised members that he had submitted a letter to the Local Government Boundary Commission for England (LGBCE) regarding the Community Governance Review recently undertaken by Dartford Borough Council.

Mr Baker then asked that the condition of the lichgate, and roof, at Swanscombe Cemetery along with the fact that the gravestone for Henry Stopes was leaning over be raised with the responsible authority (Dartford Borough Council).

There followed a lengthy discussion whereby Ms Duke responded to members enquiries regarding the request from Walk Tall contained in the confidential section of the agenda.

228/18-19. **MINUTES OF THE MEETINGS HELD ON 5 JULY 2018 AND THE SPECIAL MEETING HELD ON 9 AUGUST 2018.**

RESOLVED:

That the Minutes of the Meetings held on 5 July 2018 and the Special Meeting held on 9 August 2018 be confirmed and signed as a true record.

229/18-19. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised members that the ticket machine in the Grove Car Park had been broken into by x3 youths at 11:30pm on 10 October 2018 and that this would be reported in as an item at the Finance & General Purposes Committee.

230/18-19. **MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 4 JULY 2018, 5 SEPTEMBER 2018 AND 26 SEPTEMBER 2018.**

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 4 July 2018, 5 September 2018 and 26 September 2018 be confirmed and the recommendations made therein be adopted.

231/18-19. **MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 20 SEPTEMBER 2018.**

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 20 September 2018 be confirmed and the recommendations made therein be adopted.

232/18-19. **MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 6 SEPTEMBER 2018.**

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 6 September 2018 be confirmed and the recommendations made therein be adopted.

233/18-19. **MINUTES OF THE PERSONNEL COMMITTEE MEETINGS HELD ON 19 JULY 2018 AND 9 AUGUST 2018.**

RESOLVED:

That the Minutes of the Personnel Committee meetings held on 19 July 2018 and 9 August 2018 be confirmed and the recommendations made therein be adopted.

234/18-19. **MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 11 JULY 2018.**

RESOLVED:

That the minutes of the Community Safety Committee meeting held 11 July 2018 be confirmed and the recommendations made therein be adopted.

235/18-19. **MINUTES OF THE HERITAGE SUB-COMMITTEE MEETINGS HELD ON 3 JULY 2018 AND 11 SEPTEMBER 2018.**

RESOLVED:

That the Minutes of the Heritage Sub-Committee meetings held on 3 July 2018 and 11 September 2018 be confirmed and the recommendations made therein be adopted.

236/18-19. COMMUNITY GOVERNANCE REVIEW – DARTFORD BOROUGH COUNCIL (DBC).

Members' discussed the extract, for this area, of the report of the DBC General Assembly of Council, 27 September 2018, which contained the following recommendations:

1. *That the external boundary of Swanscombe and Greenhithe Town Council be amended, removing the area of Ebbsfleet as shown at Annex 1.*

2. *That Swanscombe and Greenhithe Town Council be represented by 13 councillors and separated into the following wards and representation;*

Swanscombe Ward – 6 Councillors
Greenhithe Ward – 4 Councillors
Knockhall Ward – 3 Councillors

This recommendation was subsequently agreed by the GAC on 27 September 2018.

RESOLVED:

That the item be noted.

237/18-19. GENERAL DATA PROTECTION REGULATIONS (GDPR) – ACCEPTABLE IT POLICY FOR TOWN COUNCILLORS).

Further to minutes 618/17-18 and 176/18-19 members were asked to consider adopting the Acceptable IT Policy for Town Councillors, subject to agreeing electronic correspondence being sent via Town Council email addresses only.

RESOLVED:

1. That electronic correspondence be sent via Town Council email addresses only.
2. That the Acceptable IT Policy for Town Councillors be adopted.

238/18-19. HISTORIC MINUTES – SWANSCOMBE URBAN DISTRICT COUNCIL

Mr Christoph Bull had kindly donated Swanscombe Urban District Council minutes from 1927–28 to 1955–56. These minutes were given to Mr Bull by Mark Crosby, son of former Town Mayor (1988 – 1989) Councillor Mr Mike Crosby.

RESOLVED:

That the item be noted.

239/18-19. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.

Members were supplied with the September 2018 issue of the Parish News.

RESOLVED:

That the item be noted.

240/18-19. PERIODIC YOUTH SERVICE.

Further to minute 253/17-18 where members agreed to commission a periodic youth service during 2018 – 2019, two proposals had been provided by suppliers.

Both were provided with a specification for a periodic service, covering a one year contract, within a budget of £6,500 with the option of using a Town Council hall as part of the arrangement. A third company had been approached but were unable to provide a proposal.

The specification had called on the companies to be innovative and decide what would be best to deliver that would attract the target age group of 11 – 17 year olds.

Proposal 2 was using its own facilities whereas proposal 1 was reliant on the Town Council providing a venue.

Members considered both of the proposals and after discussion it was agreed:

RESOLVED:

That the proposal 1 be commissioned to deliver the service.

241/18-19. STAFF / MEMBER TRAINING - UPDATE.

Members were informed that the following training had been booked/undertaken:-

Councillor Ms L C Howes	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Mrs S P Butterfill	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Ms L C Howes	Chairmanship Conference - KALC	13 December 2018 – East Malling
Councillor Ms L M Cross	Chairmanship Conference - KALC	13 December 2018 – East Malling

RESOLVED:

That the item be noted.

242/18-19. REPORTS OF OUTSIDE REPRESENTATIVES.

Members were advised that this item provided an opportunity for Members' appointed as representatives on outside bodies to provide a report at the meeting.

Swanscombe Children's Centre (SCC).
Councillor Mrs S P Butterfill is the Councils representatives on the SCC. As previously agreed the agenda and minutes for the 10 July 2018 meeting were available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC).
Councillor Mrs S P Butterfill is the Councils representative on the NWKVC and she gave a verbal update to the meeting which included that a new Chief Executive had been appointed and would be starting in November 2018.

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)
Councillor P M Harman is the Councils representative on the CHEQCLG. As previously agreed the minutes from the 24 July and 28 August 2018 meetings were available in the Chamber for inspection

Kent Association of Local Councils Dartford Area Committee (KALCDAC).
Councillor Ms L C Howes and the Town Clerk are the Council's representatives on the KALCDAC. As previously agreed the agenda for the 2 October 2018 meeting, including the minutes from the 12 June 2018 meeting, were available in the Chamber for inspection.

The Town Clerk advised members that the Town Council were permitted to have another representative on the KALCDAC due to Councillor Ms L C Howes being the Vice-Chairman. It was then agreed that Councillor S J Ryan be added as the Town Councils representative.

Borough and Parish Forum (DBC) (BPF)
The Town Mayor and Town Clerk are the Council's representatives on the BPF. As previously agreed the Agenda for the 3 July 2018 meeting were available in the Chamber for inspection.

Ingress Park Greenhithe Management Limited (IPGM).
IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors P M Harman and P C Harris are the Town Council's representatives on IPGM.

Councillors' P M Harman and P C Harris updated members which included:

Unfortunately the legally required register of owners had not been maintained;
The top management, above the regional manager, had left;
The accounts were late in being produced as the Development Manager had gone on leave.

243/18-19. REPORT FROM KENT COUNTY COUNCILLOR.

Kent County Councillor P M Harman confirmed that he had recently attended Planning Committee meetings and also a Public Footpath Appeal in Whitstable regarding a crossing at a railway line where a fatality involving a child had occurred in the past.

RESOLVED:

That the item be noted.

244/18-19. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Dartford Borough Councillors on the Town Council reported on the following matters:

The Community Governance Review recommendations had been passed at the GAC meeting on 27 September 2018;
The Greenhithe McDonalds drive-thru application had been refused by the Development Control Board earlier this evening;
It was hoped to bring some of the Christmas Activities usually taking place within the Town Centre further out to other areas of the borough.

RESOLVED:

That the item be noted.

245/18-19. SEALING OF DOCUMENTS.

There were none.

246/18-19. TOWN MAYOR'S ANNOUNCEMENTS.

The Town Mayor thanked all those that had been supporting and helping her with her Mayoral Events and fund raising.

The Town Mayor had recently been pleased to have been able to present a cheque to local resident Ms J Wakefield who had sadly been the victim of a recent house fire and had, along with the Town Council, also donated funds to the Grove Irish Dancers.

Members were reminded that the Town Mayor and the Mayor of Dartford were holding a joint fundraising Halloween event at the George and Dragon PH on 30 October 2018.

247/18-19. QUESTIONS.

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

248/18-19. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor P M Harman and seconded by Councillor R J Lees ;

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

249/18-19 **WALK TALL.**

Further to minutes 330/17-18 and 681/17- 18, Walk Tall had supplied the following documents/information for members consideration;

A - Feasibility Study
B - Business Plan

Further to minute 199/18-19 members were asked to consider an alternative proposal considered and recommended by the Recreation, Leisure and Amenities Committee on 20 September 2018.

After lengthy debate members wanted to assure Walk Tall that whilst the Town Council supported all that they do in the community they felt the request, in its current form, was not sufficient in detail to be considered further at this point. Members were however, open to Walk Tall coming back to the Town Council with the following information for both the sites discussed.;

1. Validated financial figures by a professional consultant;
2. Detailed accounts for the organisation;
3. Evidence of grants applied for including their terms and conditions, to also include timescales;
4. Professional drawings/plans of their proposal.

The deadline for this information would be Wednesday 5 December to enable it to be included on the agenda for the 13 December full Council meeting.

Members also agreed that the extension of the current use of the squash courts could continue until this time.

RESOLVED:

That Walk Tall be informed of members' decision, as detailed above.

250/18-19. COMPLAINT.

A complaint had been received on 9 July 2018 and was resolved in accordance with the Complaint Handling Procedure which includes:

> *The Town Clerk or Town Mayor shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.*

This item had been placed on the confidential part of the agenda as it included medical information of an individual.

RESOLVED:

That the actions taken in dealing with the complaint be endorsed.

251/18-19. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE.

Further to minutes 72/18-19 and 201/18-19 members were asked to accept the parking provision offered by Crest and endorse the Town Council taking this forward.

Members had been supplied with the following information;

A – Extract of minutes 201/18-19 Recreation Leisure & Amenities Committee meeting 20 September 2018
B – Correspondence received from Crest dated 20 September 2018 with offer of parking provision.
C – Correspondence received from Crest dated 1 October 2018 with answers to questions raised by officers.

Members considered the information provided and it was agreed;

RESOLVED:

That the Town Council request that Crest proceed with drafting the Heads of Terms for the facility and that the Working Group arrange to meet with Crest as soon as possible.

There being no further business to transact the Meeting closed at 9.30 pm.

Signed:_____ Date:-_____
(Chairman)

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AGENDA ITEM 5
T/C 13/12/18

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 17 OCTOBER 2018 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor K G Basson
Councillor Ms L M Cross (substituting for Councillor J A Hayes)
Councillor P C Harris
Councillor Ms L C Howes
Councillor Mrs L Manchester
Councillor A S Reach
Councillor S J Ryan

ALSO PRESENT:

Gordon Pratt – KenEx Tram
Alex Hills – KenEx Tram
Graham Blew – Town Clerk

ABSENT:

There were none

252/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

253/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Dr J M Harman, J A Hayes, K M Kelly, D J Mote and B E Read.

An apology for lateness was submitted by Councillor K G Basson.

254/18-19. **SUBSTITUTES.**

Councillor Ms L M Cross substituted for Councillor J A Hayes.

255/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor S J Ryan declared a prejudicial interest regarding application DA/18/01266/TPO as he felt that the application related to land/property sufficiently close to his own land/property that the proposal would have, or be perceived to have, a positive or negative consequence for him.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

256/18-19. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

257/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26 SEPTEMBER 2018

Recommended: The Minutes of the meeting held on 26 September 2018 were confirmed and signed.

258/18-19. KENEX TRAM – PRESENTATION.

Mr Gordon Pratt and Mr Alex Hills (KenEx Tram) gave a short presentation updating on the scheme and especially the work affecting Swanscombe and Greenhithe. After a question and answer session the Chairman thanked the representatives from KenEx Tram for attending the meeting.

Recommended: That the item be noted.

TOWN PLANNING:

259/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/18/01259/CDNA	Submission of details relating to external lighting pursuant to condition 3 of planning permission DA/18/00500/FUL for provision of a hand car wash with cabin and canopy, and composite fencing. Asda Superstores, Crossways Boulevard, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/01261/FUL	Erection of a part two/part single storey front extension, single storey rear extension, conversion of existing integral garage to habitable room and provision of a dormer window in rear elevation and roof lights in front elevation in connection with providing additional room in the roof space. 50 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	The Town Council objects to the application due to the loss of parking facilities. The application appears to propose the creation of a 4 bedroom property with only one parking space which is inadequate off street parking the absence of which would give rise to an increase in on street parking in an area where there is very limited capacity, contrary to Policy T23 of the Dartford Local Plan.

Having already declared a prejudicial interest Councillor S J Ryan left the chamber and took no part in the discussion or decision on the following application.

DA/18/01266/TPO	Application to cut-back the lime tree outside 4 Portland Place such that its height does not exceed the level of the top of the arch of the first floor French door to 4 Portland Place and its width does not exceed the outer edge of the ground floor window and to cut-back the remaining 9 Lime Trees to similar dimensions, subject to Tree Preservation Order No. 11 1990. Portland Place, Ingress Park, Greenhithe
OBSERVATIONS:	No observations.
DA/18/01267/TPO	Application to cut back 1.5m from boundaries of 12-16 The Dell of Various trees (G4) subject to Tree Preservation Order No.11 1990 Rear of 12 – 16 The Dell, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/01268/TPO	Application to coppice 1 No. Holm Oak tree (T377) subject to Tree Preservation Order No.11 1990. East of Mount Nod. London Road, Greenhithe.
OBSERVATIONS:	Members felt that coppicing was a drastic procedure and that it should only be carried out when completely necessary and, even then, it should be undertaken sympathetically.
DA/18/01269/TPO	Application to remove leaning limbs and deadwood from over footpath of 1 No. Ash tree (T415) subject to Tree Preservation Order No.11 1990 Nature Trail North East of Mount Nod, London Road, Greenhithe.
OBSERVATIONS:	No observations.
DA/18/01270/TPO	Application to cut back from building giving 1.5m clearance of 1 No. Sycamore tree (T1) subject to Tree Preservation Order No.11 1990 Adjacent 19 Watermans Way, Greenhithe.
OBSERVATIONS:	No observations.

DA/1801290/FUL	Demolition of existing and rear extension and erection of a two storey side extension. 144 Knockhall Road, Greenhithe.
OBSERVATIONS:	The Planning Authority are asked to confirm that the proposal meets all the relevant parking standards required and that all neighbouring properties are consulted prior to the application being considered.
EDC/18/0065	Application for approval of condition 10 attached to outline planning permission reference no. EDC/17/0048 relating to Site Wide Master Plan. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0082	Application for approval of condition 16 (part) pursuant to outline planning permission reference no. EDC/17/0123 relating to details of hard landscaping. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.
EDC/18/0104	Application for approval of condition 15 attached to planning permission reference no. EDC/17/0039 relating to details of material to be used to infill section of Crete Hall Road to be made redundant following the road realignment. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.
EDC/18/0105	Application for approval of condition 14 attached to planning permission reference no. EDC/17/0039 relating to details of the implementation, maintenance and management of the surface water drainage scheme. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.
EDC/18/0106	Application for approval of condition 10 attached to planning permission reference no. EDC/17/0039 relating to the submission of full and detailed plans to the Local Planning Authority for approval, of the location of the

	dropped kerbs and tactile paving to serve the approved cycle way to the south of Crete Hall Road. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.
EDC/18/0107	Application for approval of condition 9 attached to planning permission reference no. EDC/17/0039 relating to details of retaining structures to the western boundary of the site. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.
EDC/18/0143	Application for approval of condition 5 attached to planning permission reference no. EDC/17/0071, relating to details of the design and appearance of the substation including elevations, external facing and hard surfacing materials, boundaries, enclosures and screening. Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0152	Application for approval of condition 4 and 5 attached to planning permission reference no. EDC/17/0092 relating to details of external lighting, a scheme of soft landscaping and a management programme for soft landscaping. Land West of Springhead Road (Springhead Park), Springhead Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.
EDC/18/0153	Variation of condition 2 of planning permission EDC/16/0071 (Erection of a standalone two storey office development comprising 1,093 sq. m Use Class B1a Floor Space and 50 car parking spaces with associated landscaping and public realm enhancements.) to amend the description of the development to 48 car parking spaces and changes to the approved plans. Former Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	The drawings contained with the application indicate 46 car spaces and not 48 which appears to indicate a reduction of four parking spaces from the originally approved scheme?

	All the disabled parking spaces should be located near to the main entrance but two appear to be located a considerable distance from the main entrance. Whilst we have no objections to the actual application we would request that you review the travel plan. It states its connectivity with the local area and stations etc. and bus services, in particular Swanscombe Station. To our knowledge this station is heavily used by residents in adjoining new developments and the expectation is that this new development will add to this. The bus services mentioned in the plan are the 481 connecting to Swanscombe, it only reaches the fringe of Swanscombe but not to the High Street or Station. Experience now shows us that people are now using their cars and leaving them in the High Street area whilst travelling to work etc. which is creating local parking problems. We would suggest that a condition is placed on the application to request that the developer seeks an agreement with the Town Council, with a revision to the travel plan, to take this into account and thus create a better connectivity with the development and the existing area. We would also like to make the point that this feature also applies to many of the other developments that the EDC are dealing with.
EDC/18/0154	Application for a non-material amendment to Condition 2 attached to planning application EDC/17/0102 to amend landscape plans at Phase 1, Ebbsfleet Green. Former Northfleet West Sub-Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	The Town Council seek assurances that an adequate watering system is to be included as part of any approval for this application as this is essential for any landscaping to be successful.
EDC/18/0155	Application for approval of condition 17 pursuant to outline planning permission reference no. EDC/17/0123 relating to details of soft landscaping insofar as it relates to development on the northern parcel only. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.

EDC/18/0157	Application for approval of condition 13 pursuant to outline planning permission reference no. EDC/17/0123 relating to details Operational Phase Local Employment and Training Plan insofar as it relates to development of the northern parcel only. Northfleet Embankment East, Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of area, no observations.

260/18-19. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/18/00283/FUL	Erection of a single storey side extension and two storey rear extension. 20 Ingress Park Avenue, Greenhithe.
DA/18/00929/FUL	Change of front window at first floor. 18B Milton Road, Swanscombe.

261/18-19. **REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/18/01955/FUL	Provision of a new drive thru lane, with side-by-side ordering and the refurbishment of the restaurant, which includes 30.6 sqm of extensions, incorporating new drive thru booths, enlarged freezer/chiller with new extraction ducting to rear, with associated works to the site. New site access/egress, with the relocation of the car park and a new patio area, remote corral at the north of the site, installation of 2 No. customer order displays with associated overhead canopies. McDonalds Restaurant, Bean Road, Greenhithe.

262/18-19. **PLANNING APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.**

DA/16/17413/R4	Details of a Travel Plan pursuant to Condition 4 of planning permission DA/16/1413. Craylands Primary School, Craylands Lane, Swanscombe.
OBSERVATIONS:	Members have concerns regarding this application and would like the following to form part of the conditions for any approval given to this application: • There is an urgent requirement for the current 30mph limit to be reduced to 20 mph outside of the school; • There should be provision of a safe crossing area for the school; • Signage is required, both sides of the road, to indicate that drivers are approaching a school; • The school should be asked to consider implementing a "walking bus scheme" for parents and pupils.

There being no further business to transact, the Meeting closed at 8.20 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 7 NOVEMBER 2018 AT 7.00PM

PRESENT:

Councillor B R Parry (Chairman)
Councillor K G Basson
Councillor Mrs L M Cross (substituting for Councillor J A Hayes)
Councillor P M Harman (substituting for Councillor Dr J M Harman)
Councillor P C Harris
Councillor Ms L C Howes
Councillor A S Reach

ALSO PRESENT:

Graham Blew – Town Clerk

ABSENT:

Councillor B E Read
Councillor K M Kelly
Councillor Mrs L Manchester
Councillor S J Ryan

288/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

289/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Dr J M Harman, J A Hayes and D J Mote.

290/18-19. **SUBSTITUTES.**

Councillor Mrs L M Cross substituted for Councillor J A Hayes.
Councillor P M Harman substituted for Councillor Dr J M Harman.

291/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

The Town Clerk declared a prejudicial interest on behalf of members of the Town Council regarding application DA/18/01332/EDCCON due to the Town Councils ongoing discussions with the Land Owner about the Freehold of the Community Centre.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

292/18-19. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

293/18-19. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 17 OCTOBERS 2018

Recommended: The Minutes of the meeting held on 17 October 2018 were confirmed and signed.

294/18-19. LOWER THAMES CROSSING PUBLIC CONSULTATION OCTOBER 2018 – HIGHWAYS ENGLAND.

Members were asked to consider completing the response form which had a deadline of 20 December 2018. Members had previously been supplied the information on 17 October 2018.

Members went through the response form agreeing responses to the questions.

Recommended: That the responses be noted and submitted.

TOWN PLANNING:

295/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS:

DA/18/01332/EDCCON	Consultation on the provision of an additional area for car parking consisting of: 7 No. parking spaces for community centre; 6 No. visitor parking and; 2 No. van parking spaces within Ebbsfleet Development Corporation The Pier Ingress Site, Greenhithe.
OBSERVATIONS:	The Town Clerk having already declared a prejudicial interest on behalf of members of the Town Council, no comments were made on this application.
DA/18/01345/TPO	Application to re-pollard crown by the removal of all the mature rejuvenation crown growth back to the vicinity of the previous pollard points, whilst retaining any suitable live laterals around these points of 1 No. Walnut tree subject to Tree Preservation Order No.1 2018. The Sun, 16 Swanscombe Street, Swanscombe.
OBSERVATIONS:	The Planning Authority are asked to confirm that the advice of a suitably qualified arboriculturist has been obtained regarding the proposed works.

DA/18/01371/TPO	Application to fell 1 No. Lime tree subject to Tree Preservation Order No.3 1991. 3 St Pauls Close, Swanscombe.
OBSERVATIONS:	The Town Council object to this application as the tree is healthy and there are insufficient arboricultural grounds to justify the removal of 1 No. Lime tree subject to Tree Preservation Order No.3 1991. The tree makes a significant contribution to the visual amenity of the locality and its loss would be prejudicial to those amenities. The Planning Authority previously refused a replica application under reference number DA/16/01030/TPO.
DA/18/01104/FUL	Conversion of 2 No. existing loft rooms to provide 2 No. 1 bed flats to provide a total of 18 flats. 9 - 10 Cobham Terrace, Bean Road, Greenhithe.
OBSERVATIONS:	The Town Council have concerns that this application is an overdevelopment and that the proposed flats would have insufficient light and be sub-standard. The Planning Authority are requested to confirm that the proposal meets the appropriate parking standards and the all neighbouring properties are consulted prior to the consideration of the application.
EDC/18/0033	Reserved matters application (matters relating to appearance, scale, layout and landscaping) for the erection of 100 dwellings together with associated infrastructure including details of a surface water drainage scheme and noise attenuation measures, being details pursuant to outline permission reference DA/14/01689/OUT as varied by permission reference EDC/17/0146 and EDC/18/0027. Land at London Road and West of Craylands Lane, Craylands Lane, Swanscombe.
OBSERVATIONS:	The Town Council are disappointed that the application does not include the provision of any disabled parking spaces or any charging points for electric vehicles.
EDC/18/0156	Installation of 2 Electric Vehicle Charging Points alongside 2 existing car parking spaces, with ancillary bollards, signage posts and power feeder pillar. The Spring River, Talbot Lane, Weldon, Ebbsfleet Valley.

OBSERVATIONS:	The Town Council are pleased, and encouraged, by the applicants' proposal to install charging points for electric vehicles.
EDC/18/0159	Application for approval of condition 8 attached to planning permission reference no. EDC/17/0039 relating to the submission of full and detailed plans of the location, plantation and maintenance of street trees and soft landscaping. Northfleet Embankment, East Crete Hall Road, Northfleet.
OBSERVATIONS:	Out of Area, no observations.
EDC/18/0164	Application for approval of condition 18 attached to planning permission reference no. EDC/16/0045 relating to the submission of a detailed Affordable Housing Strategy (Phase 2c). Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0159	Application for approval of condition 6 attached to reserved matters planning permission EDC/16/0083 relating to submission of details and samples of all external materials. Former North West Sub Station, Southfleet Road, Swanscombe, Kent.
OBSERVATIONS:	No observations.
EDC/18/0165	Installation of communication infrastructure and associated works including landscaping, access and boundary treatments. Proposed Communication Station, Durrant Way, Swanscombe, Kent.
OBSERVATIONS:	The Town Council are disappointed that the footpath between Swanscombe and Castle Hill will remain gated until this proposal is completed and also have concerns regarding the timber post and rail design of the fence as this could be susceptible to anti-social behaviour.

EDC/18/0166	Application to vary Condition 10 and 11 attached to planning permission EDC/16/0083 to extend retail unit opening hours and delivery hours at Co-op, Ackers Drive, Ebbsfleet, Kent, DA10 0BE.
OBSERVATIONS:	Whilst the Town Council support this proposal the Planning Authority are requested to ensure all neighbouring properties are consulted prior to the decision of the application.

296/18-19. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/17/01833/COU	Change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision. Cheers Dental Practice, 28 High Street, Swanscombe.
DA/18/0778/VCON	Demolition of existing 6 No. reception and year 1 classrooms and adjoining toilet block and erection of 6 No. reception and year 1 classrooms with toilets (incorporating variation of condition 2 - approved plans) Knockhall Academy, Eynsford Road, Greenhithe.

There being no further business to transact, the Meeting closed at 8.00 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 28 NOVEMBER 2018 AT 7.00PM

PRESENT: Councillor B R Parry (Chairman)
Councillor P C Harris
Councillor J A Hayes
Councillor Ms L C Howes

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor K M Kelly
Councillor Mrs L Manchester
Councillor S J Ryan

309/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

310/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' K G Basson, Dr J M Harman, D J Mote, A S Reach and B E Read.

311/18-19. **SUBSTITUTES.**

There were none.

312/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

313/18-19. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

314/18-19. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2018**

Recommended: The Minutes of the meeting held on 7 November 2018 were confirmed and signed.

315/18-19. ARRIVA BUS SERVICE CHANGES.

Members were asked to consider the changes Arriva had introduced to the local bus services on 25 November 2018. Members were disappointed that the changes made by Arriva had resulted in residents at the back of Swanscombe being isolated and having to walk a considerable distance to get to a bus stop. Members had also received complaints that some passengers with bus passes were being waved through by drivers which would mean that their journeys were not being recorded etc.

Members suggested that full Council be requested to consider seeking advice from an alternative bus company as to whether they would be interested in operating in this area.

Recommended: That full Council be requested to consider seeking advice from an alternative bus company as to whether they would be interested in operating in this area.

316/18-19. ESTIMATES FOR 2019 – 2020.

Officers had begun work on the Annual Estimates for 2019 – 2020 earlier in the year and members had first been asked for any suggestions in July (minute 114/18-19), with an agreed deadline of 31 August 2018. The Town Council meeting on 13 December 2018 would need to make a decision on the continuation of current ongoing projects, these would be detailed within the draft Annual Estimates 2019 – 2020.

The draft Annual Estimates 2019 – 2020 were required to be approved and endorsed by the full Council in January 2019 before setting the Council Tax Base for the 2019 – 2020 financial year.

Recommended: That the item be noted.

TOWN PLANNING:

317/18-19. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/18/01377/FUL	Site clearance, building operations and other operational works to the existing cliffs to enable the erection of an adventure centre comprising a reception building, aerial trekking course, 360 vertigo swings, skydiving machine, zip wire, zip wire start tower and landing platform, 'giant swing', adventure platform and external rock climbing wall, with associated hard and soft landscaping. Land to West of Bluewater Parkway, Bluewater.
OBSERVATIONS:	Members asked that the Planning Authority ensures that the additional traffic / vehicular movements that would

	result from this proposal be thoroughly studied and that confirmation is given that the infrastructure in the immediate and surrounding areas, which is already at an extremely high level, is adequate and has the capacity to take this.
DA/18/01397/FUL	Provision of a dormer window in side elevation and roof lights in front and rear elevation in connection with providing additional rooms in the roof space. 49 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01398/FUL	Erection of a single storey rear extension with balcony over and ground floor flank window. 49 Pentstemon Drive, Swanscombe.
OBSERVATIONS:	Members noted that this proposal would make the balcony roof terrace even larger which raised concerns regarding the possible loss of privacy to neighbouring properties due to overlooking. Please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01409/FUL	Demolition of all existing structures and erection of a replacement clubhouse with associated drainage, parking and landscaping. Bowling Green, Empire Bowls Club, Norton Lane, Greenhithe.
OBSERVATIONS:	Part of the Section 106 Agreement for the overall development includes "to provide the location and layout of the parking area to incorporate 42 parking spaces" however, this application is now for 35 parking spaces which although still meeting the Dartford Borough Council Parking Standards is a reduction of 7 parking spaces. Please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01454/CDNA	Submission of details relating to archaeology pursuant to condition 8 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision.

	Cheers Dental Practice, 23 High Street, Swanscombe.
OBSERVATIONS:	No observations.
DA/18/01478/RCON	Application for removal of condition 1 (allowing temporary permission for 1 year) of planning permission DA/17/01402/COU (change of use to a micro-brewery) to allow the permission to be permanent. No Frills Brewery 50 Wakefield Road (Rear Of 20 To 20A Knockhall Road) Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01486/CDNA	Submission of details relating to travel plan pursuant to condition 15 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision. Cheers Dental Practice, 23 High Street, Swanscombe.
OBSERVATIONS:	A condition of Planning Permission DA/17/01833/COU was that a travel plan condition should be added to ensure a modal shift away from car usage. The Condition states "Measure to be taken to encourage walking, cycling, use of public transport and reduce car travel by staff". The Town Council considers that this application/travel plan is not robust enough with the only reference to staff travel being an encouragement to sign up to the NHS cycle to work scheme.
DA/18/01487/CDNA	Submission of details relating to external materials pursuant to condition 6 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision. Cheers Dental Practice, 23 High Street, Swanscombe.

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01488/CDNA	Submission of details relating to external lighting pursuant to condition 12 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision. Cheers Dental Practice, 23 High Street, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/18/01491/CDNA	Submission of details relating to storage of bicycles pursuant to condition 14 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision. Cheers Dental Practice, 23 High Street, Swanscombe.
OBSERVATIONS:	The travel plan submitted by the applicant makes reference to staff being encouraged to sign up to the NHS cycle to work scheme. The proposed bicycle storage is however not fit for this purpose neither is it suitable for the storage of patient's bicycles. Additionally this is not the proposed cycle store that is indicated on the plans with this proposal?
DA/18/01492/CDNA	Submission of details relating to bin stores pursuant to condition 9 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision. Cheers Dental Practice, 23 High Street, Swanscombe.
OBSERVATIONS:	The Planning Authority are requested to ensure that the bin stores are suitable for the medical waste generated by a dentists.

DA/18/01493/CDNA	Submission of details relating to surface water drainage pursuant to condition 4 of planning permission DA/17/01833/COU for change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3) incorporating single storey rear infill extension and erection of a detached building to provide dental surgery, with associated parking provision. Cheers Dental Practice, 23 High Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/17/0164 DA/1801498/EDCCON	Reserved Matters application for the creation of the Linear Park, lake and cliff edge open space, together with associated landscaping details pursuant to Conditions 2 and 25 of extant outline planning permission DA/12/01451/EQVAR. Castle Hill South, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0168	Application for Reserved Matters for Phase 2 associated infrastructure works pursuant to Conditions 2 and 19 of outline planning permission EDC/16/0045 for the site levels and site wide cut and fill. Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0169	Application for a non-material amendment to reserved matters permission no EDC/16/0083 in relation to the installation of PV panels onto apartment blocks. Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	No observations.
EDC/18/0170	Submission of Reserved Matters of siting, design, external appearance and landscaping, pursuant to Conditions 2, 19, 26, 36 and 43 of outline planning permission EDC/16/0045 for Phase 2c development of 116 residential units including details of streets, buildings and structures, materials, open space, car parking, noise and drainage.

	Northfleet West Sub Station, Southfleet Road, Swanscombe.
OBSERVATIONS:	The Town objects to this application on the grounds of lack of appropriate parking provision. The applicant indicates that the Dartford Borough Council Parking Standards show a requirement for 186 parking spaces but they have proposed only 146 (40 below that which is required). The Town Council strongly disagrees with the applicants statement *that "The proposed provision of 146 spaces is slightly below the policy target"* (Car Parking Strategy, October 2018). The Town Council are also disappointed that there does not appear to be any provision for the charging of electric vehicles.
EDC/18/0173	Application for non-material amendment to the reserved matters planning permission reference number EDC/17/0064 to amend plots 9 & 10, located at Site I, Parcel 5, Castle Hill, to a stepped roof line and plain, resulting in a height increase to the ridge (plot 10). Eastern Quarry, Watling Street, Swanscombe
OBSERVATIONS:	No observations.
EDC/18/0174	Application for the erection of conservatory to the rear of the property. 37 Thackeray Drive, Northfleet.
OBSERVATIONS:	Out of area, no observations.

518/18-19. **PLANNING APPLICATIONS SUBMITTED BY KENT COUNTY COUNCIL FOR MEMBERS' OBSERVATIONS.**

KCC/DA/0481/2018	Operation of an aggregate recycling facility to accept 75,000 tpa of construction and demolition waste. Site 3, Manor Way Business Park, Land between Galley Hill Road and Manor Way, Swanscombe.
OBSERVATIONS:	Members strongly object to the application on the following grounds: Firstly, members strenuously oppose the application because they are seriously concerned about the environmental impact this site would have on the local area. Members also object to the application because it is in the vicinity of the proposed Paramount Resort and could interfere with the needs of

	the resort which could in turn prejudice the objective of achieving a vibrant mixed use development on Swanscombe Peninsula and is contrary to Policy CS6 of the Planning Authorities adopted Core Strategy. From both Planning Statement and Design and Access Statement: *"the site falls within an area designated for future development (Thames Waterfront Priority Area) however, it is considered that a temporary aggregates recycling facility on this site would prejudice the realization of the redevelopment scheme".* Members are also concerned about the Heavy Goods Vehicles (HGVs) that will to and from form the site and the need for them to be directed away from the town's inner roads. Members request that, if planning were to be granted, that a condition should be made on the operator to only utilise the main roads to the site and not use the town's inner roads. Operators generally employ contracting firms that would not necessarily follow road signage stating "no HGVs" etc and therefore unless KCC is to marshal all of these roads, it must be made an obligation on the contractor to keep to the proper routes if there is a chance that the operator could lose its licence. The detrimental impact this proposal would have on London Road and the local infrastructure would be extreme and unacceptable in an area that is already at full capacity. The transport assessment makes no mention of the impact of laden HGV's on the local road infrastructure. Over the last few years London Road has experienced several failures which have required extensive road works often with multiple traffic control over junctions causing frustrating delays for local residents and businesses/ These failures are in the main caused by excessive numbers of laden HGV's travelling over an old road with very old services under the surface. This road was not designed for the HGV traffic it is experiencing and the extra laden HGV loads from this proposal could quite easily cause more extensive failure. London Road has very narrow pavements and the additional HGV movements is undesirable due to it being a residential area with high pedestrian traffic including children walking to and from school. Members do not feel that the proposed location of the facility is sustainable, particularly as all materials delivered is to arrive by road.

319/18-19. **REFUSED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following refused decision notices were noted.

DA/18/00909/TPO	Application to remove 1 No. Sycamore tree subject to Tree Preservation Order No.11 1990 15 Watermans Way, Greenhithe.

320/18-19. **GRANTED NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/18/01207/ADV	Display of 'Collection Lockers' information text printed onto vinyl on lockers and 2 No. signs in car park directing customers to lockers. ASDA Superstores, Crossways Boulevard, Greenhithe.
DA/18/01267/TPO	Application to cut back 1.5m from boundaries of 12-16 The Dell of Various trees (G4) subject to Tree Preservation Order No.11 1990. Rear Of 12 -16 The Dell, Greenhithe.
DA/18/01268/TPO	Application to coppice 1 No. Holm Oak tree (T377) subject to Tree Preservation Order No.11 1990. East Of Mount Nod London Road, Greenhithe.
DA/18/01270/TPO	Application to cut back from building giving 1.5m clearance of 1 No. Sycamore tree (T1) subject to Tree Preservation Order No.11 1990. Adjacent 19 Watermans Way, Greenhithe.

There being no further business to transact, the Meeting closed at 7.35 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 22 NOVEMBER 2018 at 7.00PM

PRESENT: Councillor K G Basson
Councillor P M Harman (Vice Chairman)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor Ms L M Howes
Councillor B R Parry

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Ann Duke – Walk Tall
Michael Sears – Walk Tall

ABSENT: There were none

297/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

298/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' J A Hayes, Mrs M B Kelly, D J Mote and B E Read.

299/18-19. **SUBSTITUTES.**

There were none.

300/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

301/18-19. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

302/18-19. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2018.**

Recommended: That the Minutes of the Meeting held on 20 September 2018 were approved and signed as a true record.

303/18-19. **SENIOR GROUNDSMAN /GARDENER'S REPORT.**

The Town Clerk went through the report which updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Swanscombe Park, Broomfield Park, Knockhall Park, Heritage Park, Grove Hall, vehicles and staff.

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

304/18-19. **ANNUAL REPORT – THE SWANSCOMBE CENTRE 2017 – GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL).**

As per the Management Agreement GCLL had supplied the annual report for members' information. The Managing Director had also confirmed that he was more than happy to attend any meetings if members wished to put any questions to him directly.

Recommended: That the report be noted.

305/18-19. **EBBSFLEET GARDEN CITY (EDC) – GREEN CORRIDORS.**

Further to minute 111/18-19 (Town Council 5 July 2018) the EDC had approached the Town Council requesting an informal meeting to discuss their next phase of Green Corridors across the Town. A meeting was arranged with Paul Boughen (EDC) and Helen Coster (EDC) for 1 November 2018 and the Chairmen and Vice-Chairmen of the Recreation, Leisure & Amenities Committee and the Planning, Major Developments, Transportation & the Environment Committee were all invited to attend.

Members were provided with the information supplied at the meeting and were asked to consider, and advise of their priorities regarding Ebbsfleet Green Corridors and Wayfinding. Members went through the information provided and agreed the levels of priority for each item.

Recommended: That the responses agreed by members be submitted.

306/18-19. **CHRISTMAS LIGHTS 2018.**

When the Town Council applied to Kent County Council (KCC) in the normal manner, for a permit to put up the Christmas Lights KCC had informed that the columns would require a load testing report to be carried out (at the Town Councils expense). This was duly arranged and undertaken but, unfortunately the report highlighted that x2 (x1 in Greenhithe High Street and x1 in Swanscombe High Street) of the 19 columns now had dents in them and had failed the load test which meant they could not be used for Christmas lights this year.

Recommended: That the item be noted.

307/18-19. **GANG MOWING.**

Further to minutes 353/14-16, 419/16-17 and 177/18-19, and in accordance with Financial Regulation 11.1 (iv) and in consultation with the Chairman of the Committee, a continuation of the contract for gang mowing in 2019 had been signed.

Recommended: That, in accordance with Financial Regulation 11.1 (iv), the contract for gang mowing of the Town Councils areas for 2019 be approved.

308/18-19. **ESTIMATES FOR 2019 – 2020.**

Officers had begun work on the Annual Estimates for 2019 – 2020 earlier in the year and members had first been asked for any suggestions in July (minute 114/18-19), with an agreed deadline of 31 August 2018. The Town Council meeting on 13 December 2018 would need to make a decision on the continuation of current ongoing projects, these would be detailed within the draft Annual Estimates 2019 – 2020.

The draft Annual Estimates 2019 – 2020 were required to be approved and endorsed by the full Council in January 2019 before setting the Council Tax Base for the 2019 – 2020 financial year.

Recommended: That the item be noted.

There being no further business to transact, the Meeting closed at 7.35 pm

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 1 NOVEMBER 2018 at 7.00PM

PRESENT: Councillor Ms L C Howes (Chairman)
Councillor Ms L M Cross
Councillor P M Harman
Councillor P C Harris
Councillor D J Mote

ALSO PRESENT: Graham Blow – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor K M Kelly
Councillor Mrs L Manchester

274/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

275/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, K G Basson, Mrs S P Butterfill, B E Read and Mrs I A Read.

276/18-19. **SUBSTITUTES.**

There were none.

277/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

278/18-19. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

279/18-19. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2018.**

Recommended: The Minutes of the meeting held on 6 September 2018 were confirmed and signed as a true record.

280/18-19. **MONTHLY BANK RECONCILIATIONS.**

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor K G Basson was appointed (minute 57/15-16).

Recommended: That the bank reconciliations for August and September 2018, and verified by Councillor K G Basson, be noted.

281/18-19. **BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in August and September 2018.

Recommended: That the bank transfers undertaken in August and September 2018 be approved.

282/18-19. **TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.**

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for August and September 2018.

Recommended: That the receipts and payments for August and September 2018, as per the annexed list be approved.

283/18-19. **SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 30 September 2018.

Recommended: That the summary of accounts to 30 September 2018 be noted.

TOWN CLERK & RESPONSIBLE FINANCE OFFER'S (RFO) REPORT.

284/18-19. **APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.**

Members considered the application and, after discussion, it was agreed that the following funding be awarded from the 2018 – 19 budget:

- Ingress Park Family Fun Day - £400

Recommended: That the funding, as detailed above, be awarded.

285/18-19. **GROVE CAR PARK TICKET MACHINE.**

Members were given a verbal update regarding the recent x 2 incidents, the current situation and possible future implications.

Recommended: That the item be noted.

286/18-19. **FINANCIAL RISK ASSESSMENTS (FRA) FOR 2019 – 2020.**

The FRA Working Group met on 23 October 2018 to consider the effect and the options for the FRA's following the outcome of the Community Governance Review (CGR) carried out by Dartford Borough Council (DBC minute 53, 27 September 2018).

The FRA Working Group had submitted a report which detailed the projected financial implications that the result of the CGR would have for the financial year 2019 – 2020 and also contained different options the Town Council could consider to mitigate these.

Members were asked to report to full Council (13 December 2018) with their recommendation to enable the Estimates 2019 – 2020 to be drafted for consideration and then approval by both the Finance and General Purposes Committee and Special Town Council at their meetings on 10 January 2019.

Members discussed the options available and unanimously agreed that the recommendation made by the FRA Working Group report should be agreed and submitted to full Council for approval and inclusion in the Estimates 2019 – 2020.

Members thanked both the Working Group and Officers for the work that had been undertaken in preparing the report.

Recommended: That the recommendation contained in the FRA Working Group report be submitted to full Council 13 December 2018 for approval and inclusion in the Estimates 2019 – 2020.

287/18-19. **ESTIMATES FOR 2019 – 2020.**

Officers had begun work on the Annual Estimates for 2019 – 2020 earlier in the year and members had first been asked for any suggestions in July (minute 114/18-19), with an agreed deadline of 31 August 2018. The Town Council meeting on 13 December 2018 would need to make a decision on the continuation of current ongoing projects, these would be detailed within the draft Annual Estimates 2019 – 2020.

The draft Annual Estimates 2019 – 2020 were required to be approved and endorsed by the full Council in January 2019 before setting the Council Tax Base for the 2019 – 2020 financial year.

Recommended: That the item be noted.

There being no further business, the Meeting closed at 7.25 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 3 OCTOBER 2018 at 5.00 PM

PRESENT:

Councillor P C Harris (Chairman)
Councillor Mrs L Manchester (Vice-Chairman)
Councillor P M Harman
Councillor Ms L C Howes
Councillor D J Mote
Councillor B R Parry
Councillor A S Reach

ALSO PRESENT:

Martin Harding - ATC/RFO
Sgt Dan Horsley - Kent Police
Steve Keers – PCSO
Billy Unsworth - KCC Community Warden
Sarah Rawlinson (Youth Worker, Diocese of Rochester)
Nick Hickmott (Young Addaction)

ABSENT:

There were none.

212/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

213/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, Mrs S P Butterfill, Ms. L M Cross, Mrs M B Kelly & B E Read.

Apologies were also received from S Gransden (Kent Police), Tony Henley (Dartford Borough Council CSU) and Martin Smith (Dartford Borough Council Parking Enforcement).

214/18-19. **SUBSTITUTES.**

There were none.

215/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

216/18-19. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

217/18-19. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 JULY 2018.**

Recommended: That the Minutes of the Meeting held on 11 July 2018 be confirmed and signed as a true record.

218/18-19. **YOUNG ADDACTION PRESENTATION.**

Nick Hickmott from Young Addaction gave a brief presentation to members on what help his organisation can give to young people requiring support with substance misuse.

Members asked questions regarding support available to parents and the legality and effects of laughing gas canisters.

Recommended: That the report be noted and Nick Hickmott be thanked for his attendance.

219/18-19. **POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

Sgt Dan Horsley gave a brief update on current cases and confirmed that work was ongoing to tackle anti-social behaviour using off-road motorbikes within the area. Sgt Horsley reinforced the need for intelligence and the use for of the Dartford CSU message line.

Members discussed the new legislation being considered to give police greater powers to pursue motorbikes and whether Kent Police would adopt this.

Recommended: That the report be noted and Sgt Horsley and PCSO Keers be thanked for their attendance.

220/18-19. **KCC COMMUNITY WARDENS REPORT.**

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including off road motorbikes, community days, SCAM presentations and tenancy / neighbour disputes.

Recommended: That the report be noted and KCC Warden Unsworth be thanked for his attendance.

221/18-19. **LOCAL GOVERNMENT ASSOCIATION (LGA) – COMMUNITY SAFETY COUNCILLORS WORKBOOK.**

Members discussed the usefulness of the workbook and agreed to work through questions one and two at the next meeting of this committee.

Recommended: That the document be noted and that questions one and two be placed on the next agenda for this committee for member's consideration.

222/18-19. **COMMUNITY SAFETY LIAISON.**

Sarah Rawlinson gave a brief overview of her role as Youth Worker for the Diocese of Rochester including projects she is working on to improve online safety and obesity.

The Chairman updated members that the next AGM for Neighbourhood Watch North & West Kent was on the 16 October at 6.30pm in the Management Suite at Bluewater Shopping Centre.

The Chairman also updated members that activities were continuing with Community Speedwatch and the group were hoping to expand the number of roads covered.

Recommended: That the information be noted.

223/18-19. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

Members were provided with the up to date detailed analysis of crime figures for Swanscombe and Greenhithe.

Members noted the reduction in crime between June and July for both Greenhithe and Swanscombe.

Recommended: That the item be noted.

224/18-19. **ANTI-SOCIAL PARKING – LOCAL SCHOOLS.**

Further to minute 132/18-19 members discussed the initial information that had been gained from the first meeting with The Craylands School. Members agreed it was important to pursue the other schools within the Town to gain a wider picture.

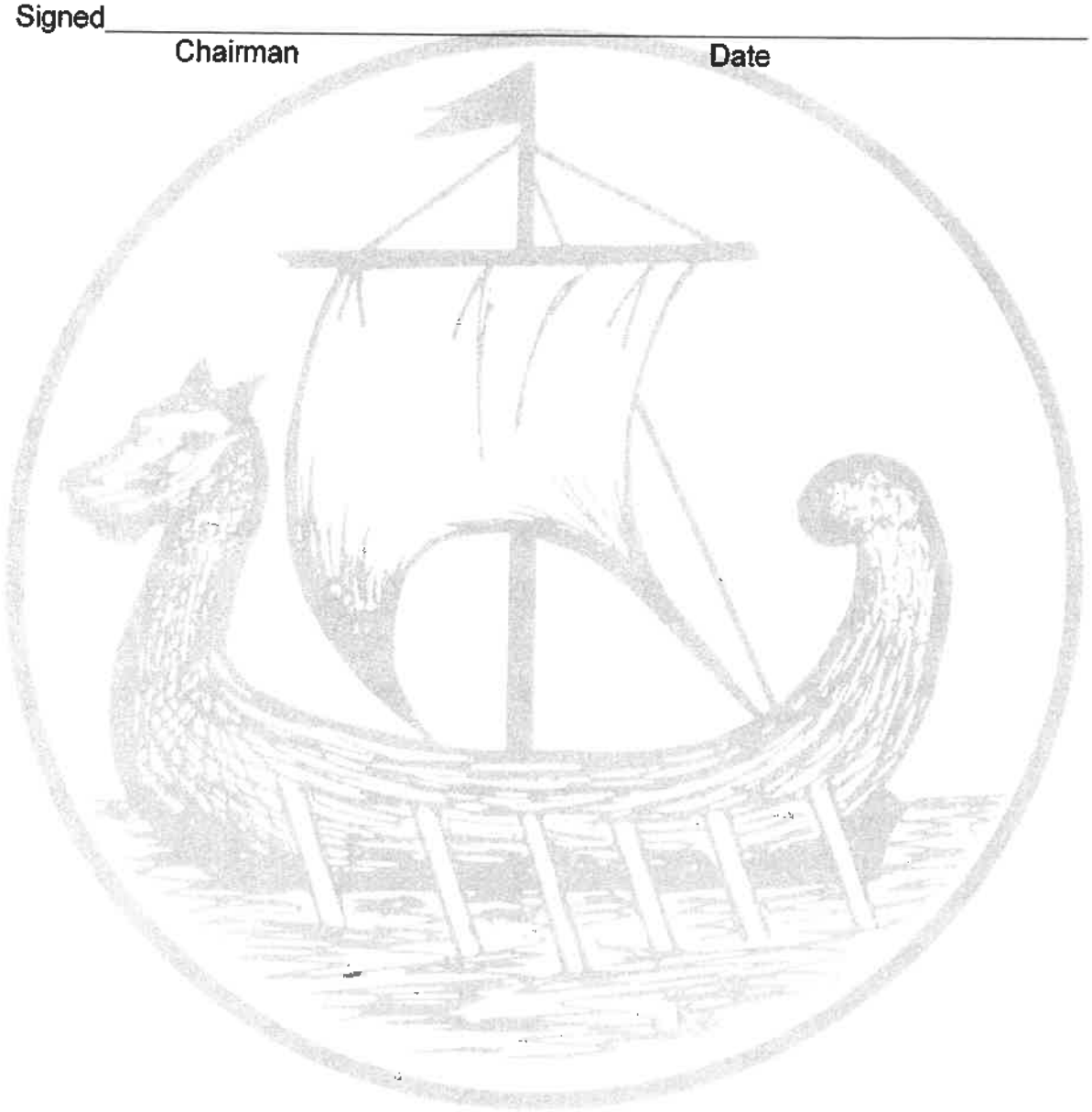
Recommended: That officers continue to chase the schools who have not responded to arrange initial meetings.

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 8.30 pm.

Signed_____

Chairman Date



MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 30 OCTOBER 2018 at 10.00 AM

PRESENT: Councillor Ms L C Howes (Chairman)
Councillor Mrs S P Butterfill (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor Ms L M Cross (substituting for Councillor Ms L M Hall)
Councillor D J Mote

ALSO PRESENT: Brenda Bobby – FOSHP
Shirley Fahy - FOSHP
Martin Harding, Assistant Town Clerk & RFO

ABSENT: There were none

263/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

264/18-19. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors' Ms L M Hall and R J Lees.

265/18-19. **SUBSTITUTES**

Councillor Ms L M Cross substituted for Councillor Ms L M Hall.

266/18-19. **TO DECLARE INTERESTS IN ITEMS ON THE AGENDA**

There were none.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

267/18-19. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

268/18-19. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2018.**

Recommended: That the Minutes of the meeting held on 11 September 2018 be confirmed and signed as a true record.

269/18-19. HERITAGE PARK IMPROVEMENTS.

The ATC/RFO gave a verbal update on ongoing work being undertaken for improvement to the Heritage Park.

Members were informed that a teleconference had been undertaken between the ATC/RFO, Historic England and North West Kent Countryside Partnership (NKCP) to discuss volunteer groups. It was felt that setting up a volunteer group for conservation, Heritage Watch and also an existing friends group may be counterproductive. The ATC/RFO would be sending an invitation to the Friends of Swanscombe Heritage Park asking that they come and discuss how these new volunteer initiatives could form part of the existing group. At present Historic England had provided £500 towards the creation of Heritage Watch and wanted to ask whether the Town Council would be in a position to match fund this to expand this wider volunteer group. The ATC/RFO confirmed that the Town Council had set aside £1,500 for small scale heritage improvements in the 2018 – 2019 budget. Members agreed that this would be an appropriate use of these funds.

The ATC/RFO confirmed that NKCP were progressing with the pond improvement project and work on the initial clearance phase was scheduled to be undertaken on 1, 8 and 22 November. Advertising had been sent out inviting any members of the public to volunteer on any of the days.

Historic England confirmed that they were producing the initial signage to mark historic or heritage assets within the Town and felt that this could be used to create a paper Heritage Trail. The ATC/RFO confirmed that undertaking this would be a beneficial trial to a full digital trail once funding had been secured.

The ATC/RFO confirmed that following his discussion with Bug Life, regarding the Heritage Park, they had conducted a minor survey of the site with recommendations for some improvements. The ATC/RFO confirmed he would circulate this to members for discussion at the next committee meeting.

Recommended:

1. That the ATC/RFO continue working on the current funding projects.
2. That £500 be used to match fund the money received from Historic England for the expansion of a local volunteer group.
3. That the ATC/RFO explore the possibility, with the support of Historic England, of a paper heritage trail within the Town.
4. That the ATC/RFO circulate the survey undertaken by Bug Life ahead of the next sub-committee meeting.

270/18-19. **FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSHP) REPORT OF ACTIVITIES.**

Brenda Bobby provided an update that confirmed the Halloween Disco last week had been a huge success and was very well attended with the Town Mayor judging and presenting prizes to the children for the best 2 costumes. The next event would be the Easter Egg Hunt in 2019.

Recommended: That the item be noted.

271/18-19. **HERITAGE PARK WEBSITE**

The ATC/RFO reminded members that any items to be included on the website needed to be forwarded to him.

Recommended: That the item be noted.

272/18-19. **ANY OTHER ITEMS RELATED TO HERITAGE.**

Members briefly discussed whether any updates had occurred regarding both the Chapel in Swanscombe Cemetery and Alkerden Farm. The Chairman confirmed that the Local History Group had made no further progress on a survey for the Chapel and that the last reported update regarding Alkerden was that Henley Camland intended to dismantle and relocate the original farm building when developing the site.

The Chairman updated members that the Local History Group had been invited to meet the archaeologists working on Springhead Bridge. The results of this meeting would be reported at the next sub-committee meeting.

273/18-19. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Tuesday 15 January 2019 at 10.00am.

There being no further business to transact, the meeting closed at 10.30 am.

Signed: _____ Date: _____
(Chairman)

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EXTRACT OF MINUTES

AGENDA ITEM 6
T/C 13-12-18

286/18-19. **FINANCIAL RISK ASSESSMENTS (FRA) FOR 2019 – 2020.**

The FRA Working Group met on 23 October 2018 to consider the effect and the options for the FRA's following the outcome of the Community Governance Review (CGR) carried out by Dartford Borough Council (DBC minute 53, 27 September 2018).

The FRA Working Group had submitted a report which detailed the projected financial implications that the result of the CGR would have for the financial year 2019 – 2020 and also contained different options the Town Council could consider to mitigate these.

Members were asked to report to full Council (13 December 2018) with their recommendation to enable the Estimates 2019 – 2020 to be drafted for consideration and then approval by both the Finance and General Purposes Committee and Special Town Council at their meetings on 10 January 2019.

Members discussed the options available and unanimously agreed that the recommendation made by the FRA Working Group report should be agreed and submitted to full Council for approval and inclusion in the Estimates 2019 – 2020.

Members thanked both the Working Group and Officers for the work that had been undertaken in preparing the report.

Recommended: That the recommendation contained in the FRA Working Group report be submitted to full Council 13 December 2018 for approval and inclusion in the Estimates 2019 – 2020.

Nb:

The FRA Working Group report recommendation was :

To freeze contributions to the FRA in the current financial year 2018 – 2019 with the exception of the amounts for the Tree Survey and contribution to the Pavilion Fund.

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Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Public Lighting **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Replacement Columns (1 column = £1450) (36 cols x 1450 =£52	25 Years	Apr-12	£52,200	£500	£500	£1,450	£1,450	£1,450	£1,450	-£3,654	£0	£1,450	£1,450	£3,146

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Car Parks (Grove, Swanscombe Park, Leisure Centre) **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Resurfacing Grove & Leisure Centre (save over a 25 year period	25 years	Apr-25	£40,000	£1,250	£1,250	£1,625	£1,625	£1,625	£1,625	£1,625	£0	£1,625	£1,625	£10,625
New Surface - Swanscombe Park Car Park	5 years	Apr-16	£10,000	£1,000	£1,000	£2,750	£2,750	£3,000	-£6,750					£3,750
White Lining Parking Bays	7 years	Apr-21	£7,000	£500	£500	£500	£1,200	£1,200	£1,200	£1,200	£0	£0	£0	£6,300
Replace Height Barriers	15 years	Apr-21	£2,500	£250	£250	£155	£155	£155	£155	£155	£0	£155	£155	£1,275
Painting of Height Barriers (moved to maintenance)	10 years	Apr-16	£0	£0	£0	£0	£0	£0						£0
Replace/Repair Perimeter Fencing	25 years	Apr-23	£15,000	£505	£505	£610	£610	£610	£610	£610	£0	£610	£610	£4,060
			£74,500	£3,505	£3,505	£5,640	£6,340	£6,590	-£3,160	£3,590	£0	£2,390	£2,390	£26,010

Assessment Carried out by:

Renewal Date:

Renewal Date:

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Parks Establishment **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Purchase of Tractor	15 Years	Apr-25	£30,000	£1,000	-£539	-£2,000	£0	£3,500	£3,500	£1,500	£0	£1,500	£1,500	£6,961
Purchase of Specialist Equipment	10 Yearly	Apr-11	£2,500	£1,500	-£39	£1,000	£1,000	-£800	-£1,500	£500	£0	£500	£500	£1,661
Replacement Vehicles	7 Yearly	Apr-11	£20,000	£1,000	-£539	£3,600	-£2,358	£3,600	£3,600	£3,600				£12,503
St Peter & St Paul's Churchyard Wall (in addition to estimates)	20 Years	Apr-11	£30,000	£880	-£659	£1,625	£1,625	-£675	£1,625	£1,625	£0	£1,625	£1,625	£6,046
Fencing	Ongoing	Apr-61	£110,000	£2,180	£2,180	£7,365	£7,365	£7,355	-£8,145	-£8,195	£0	£1,855	£1,855	£10,105
Resurface / reline tennis court/muga (Swanscombe)	20 Yearly	Apr-23	£6,500	£400	£400	£400	£400	£400	£400	£210	£0	£250	£250	£2,610
Bowling Greens Contingency Fund (Swanscombe)	Annual	Apr-11	£1,500	£470	£470	£500	£500	£500	£500	£0	£0	£0	£0	£2,940
Safety Surfacing / Paving / Equipment	15 years	Apr-26	£24,000	£700	£700	£3,075	£3,075	£3,075	-£925	-£5,232	£0	£2,325	£2,325	£4,468
Replace fence around changing rooms (Knockhall)	10 years	Apr-17	£3,000	£220	£220	£860	£850	£850		-£3,000				£0
New Changing Rooms (Knockhall)	30 Years	Apr-31	£30,000	£200	£200	£1,200	£1,200	£1,200	£1,200	£290	£0	£1,200	£1,200	£5,490
New Goal Posts	10 Yearly	Apr-16	5,000	250	250	500	500	500	-1,000	-2,300	0	500	500	-£1,300
New storage garage (Broomfield)	25 Years	Apr-16	15,000	1,000	1,000	4,250	4,250	4,500		-15,000				£0
Tree Survey	5 Years	Apr-20	20,000							5,000	5,000	5,000		£10,000
			£297,500	£9,800	£3,645	£22,375	£18,407	£24,005	-£745	-£21,002	£5,000	£14,755	£9,755	£61,485

Assessment Carried out by:

Renewal Date:

Renewal Date:

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Squash Courts **Date Assessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
External decoration	5 Years	Apr-15	£1,500	£350	£350	£250	£275	£275						£1,500
Replace electric heaters	10 years	Apr-13	£3,000	£470	£470	£690	£690	£680						£3,000

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Allotments **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
New Fence - Craylands	Once over	Apr-15	£20,000	£1,460	£435	£2,135	£2,135	£2,135	£2,135	£2,135	£0	£2,135	£2,135	£12,570
			£20,000	£1,460	£435	£2,135	£2,135	£2,135	£2,135	£2,135	£0	£2,135	£2,135	£12,570

Assessment Carried out by:

Renewal Date:

Renewal Date:

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements (Administration)

Area Assessed: Administration **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Legal Fees - Lease Renewals etc (in addition to normal legal fees)	Annual	Apr-11	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000						£10,000
Cut in Section 136 from Borough Council (20% decrease annually - £54119)	Five yearly	Apr-11	£54,119	£10,000	£10,000	£11,373	-£3,574	£11,373						£39,172
Unexpected increase in NNDR on all properties	Five yearly	Apr-11	£5,000	£100	£100	£1,600	£1,600	£1,600						£5,000
Closure of Café (loss of income - 2 years covered by insurance - figures reflect difference between income & expenditure)	Annual	Apr-13	£20,000	£2,000	£2,000	£8,000	£8,000							£20,000
Rent (met by funding from DBC for first five years (£5,255 - to be included in Estimates from 2012/13)	Annual from	Apr-12	£5,225	£1,000	£0	£2,335	£2,335	£2,335						£8,005
Loss of income by closure of Sports Pavilion (moved to strategic building fund under Sports Pavilion)	From April 2012	Apr-12	£20,000											£0
Loss of income by closure of Bowls Pavilion (uninsured risk)	From April 2012	Apr-12	£2,750	£0	£0	£900	£900	£900						£2,700
Consultation costs for funding applications	Annual	Apr-11	£1,000	£0	£1,000	£1,000	£1,000	-£2,500						£500
Loss of staff (temporary cover costs/advertising/recruitment)	Annual	Apr-11	£5,000	£1,000	£1,000	£700	£700	-£145						£3,255
Insure playground equipment (remove as covered in Estimates)	Annual	Apr-12	£0	£0	£0	£0								£0
Replenish funds spent from FRAs in 2011/12 (£7,761 Added)					£0									£0
Total To Budget for Annually			£115,094	£16,100	£16,100	£27,908	£12,961	£15,563	£0	£0	£0	£0	£0	£88,632

Assessment Carried out by: Renewal Date:

Renewal Date:

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Church Road Hall **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Internal Painting Walls & Woodwork (moved to maintenance budg	5 Yearly													
Sand and Wax Hall Floor (moved to maintenance budget)	5 Years													£0
Refit Kitchen & White Goods	10 years	Apr-26	£5,000	£100	£100	£600	£600	£600	£600					£0
Reburbish Toilet areas	10 Years	Apr-20	£2,500	£100	£100	£290	£290	£290	£290					£2,600
New exteranal signage	Once	Apr-13	£1,500	£375	£375	£750								£1,360
External Painting (moved to maitenance budget)	5 Yearly													£1,500
New double glazed windows/front doors and side door	Once	Apr-16	£7,500	£200	£200	£2,350	£2,350	£2,400						£0
														£7,500
			£16,500	£775	£775	£3,990	£3,240	£3,290	£890	£0	£0	£0	£0	£12,960

Assessment Carried out by:

Renewal Date:

Renewal Date:

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements (Heritage Community Hall)

Area Assessed: Heritage Community Hall **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Internal Painting Walls & Woodwork (put into maintenance docum	5 Years	Apr-16	£0	£0	£0	£0	£0	£0						£0
Sand and Wax Hall Floor (put into maintenance document)	5 Years	Apr-16	£0	£0	£0	£0	£0	£0						£0
Refit Kitchen & White Goods	10 Years	Apr-26	£5,000	£150	£150	£600	£600	£600	£600					£2,700
Reburbish Toilet areas	10 Years	Apr-21	£5,000	£100	£100	£600	£600	£600	£600					£2,600
Renew stage	10 Years	Apr-20	£2,500	£200	£200	£575	£575	£575	£575					£2,700
External Painting (put into maintenance document)	5 Years	Apr-16	£0	£0	£0	£0	£0	£0						£0
Paint perimeter fence (put into maintenance document)	5 Years	Apr-16												£0
Resurface paths to hall	10 Years	Apr-20	£2,000	£200	£200	£200	£200	£200	£200					£1,200

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Sports Pavilion **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Roof Repairs (save over the rest of term of lease)		Apr-16							£5,500.00	£16,200.00	£17,000.00	£17,000.00	£17,000.00	£38,700
Strategic Building Fund	6 Years	Apr-22			-£1,198.06	£10,000	£10,000	£10,000		£10,000.00	£0.00	£0.00	£10,000.00	£38,802
				£0.00	-£1,198.06	£10,000.00	£10,000.00	£10,000.00	£5,500.00	£26,200.00	£17,000.00	£17,000.00	£27,000.00	£77,502

Assessment Carried out by:

Renewal Date:

Renewal Date:

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements (Council Offices & Community Hall)

Area Assessed: Council Offices & Community Hall **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Replacement Carpet (Main Entrance, Lobby Area & Cash Office)	5 yearly	Feb-12	£1,250	£250	£250	£250	£250	£250						£1,250
Replacement Carpet (Downstairs Lobby, Upstairs Landing, Offices)	10 years	Feb-22	£4,000	£400	£400	£400	£400	£400	£400	£400	£0	£400	£400	£2,800
Replacement Carpet & Furniture (Council Chamber)	20 years	Feb-22	£17,500	£750	£750	£900	£900	£1,400	£1,400	£1,650	£0	£1,150	£1,150	£7,750
Replace Safer Surfacing	10 years	Feb-12	£2,500	£250	£250	£250	£250	£250	£250	£250	£0	£250	£250	£1,750
Replace Office Furniture	10 years	Apr-17	£5,000	£500	-£1,678	£500	£500	£500	£500	-£64				£758
Replace IT Equipment & Server	5 Years	Apr-18	£4,000	£750	£750	-£1,500	£0	£500	£500	£1,800	£0	£500	£1,500	£2,800
Building Valuations (All buildings)	5 years	Apr-10	£2,400	£480	-£1,920	£800	£800	£800						£960
Plant Room (Replacement Items, ie boiler, tanks, air cooling equipment etc - save over 10 year period but will probably have to use during period as items break)	As required		£2,000	£2,000	£293	£3,780	-£2,597	£4,263	£5,000	-£5,730	£0	£5,000	£5,000	£7,010
Ceiling (Tile Replacement - (ut into maintenance document)	As required													£0
Sun Awning Replacement (save over 10 year period)	As required		£5,000	£500	£500	£500	£500	£500	£500	£500	£0	£500	£500	£3,500
Replace Blinds (save over 10 year period)	As required		£5,000	£500	£500	£500	£500	£500	£500	£500	£0	£500	£500	£3,500
New Motors in All Door Openers (save over 10 year period - but may have to use as door motors fail)	As required		£5,000	£500	-£185	£500	£500	£500	£500	£500	£0	£500	£500	£2,815
Hard wire window shutters	Once	Apr-16	£6,000	£500	£500	£1,750	£1,750	£1,500	-£2,700					£3,300
Refit kitchen and white goods (offices and hall)	10 years	Apr-17	£2,500	£200	£200	£700	£700	£700						£2,500
Electrical Installation Inspection (after first 5 years then annually)	5 yearly	Feb-12	£1,500	£750	£750	£500	-£1,500							£500
Loss Hall Income (uninsured risk)	Yearly	Apr-13	£20,000	£0	-£1,513	£10,000	£10,000							£18,488
Total To Budget for Annually			£86,150	£8,330	-£153	£19,830	£12,953	£12,063	£6,850	-£194	£0	£8,800	£9,800	£59,680

Assessment Carried out by: Renewal Date:

Renewal Date:

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Old Fire Station Café **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance
Internal Painting Walls & Woodwork (move to maintenance docur	5 Yearly	Apr-17												£0
Refit Kitchen & White Goods	10 Yearly	Apr-17	£2,500	£250	£500	£200	£200	£200	£200					£1,550
Replace IT equipment/server/computers	5 Yearly	Apr-13	£3,000	£500	£500	£2,000	£600	£600	£600					£4,800
New cookware, ie microwave/toaster etc	Annual	Apr-11	£1,000	£500	£500	£1,000	£1,000	£1,000	£1,000					£5,000
Replace hand dryers/changing table etc in toilet areas	As required	Apr-11	£500	£500	-£1,024	£500								-£24

Swanscombe & Greenhithe Town Council

Long-Term Budget Requirements

Area Assessed: Total of All Areas of Responsibility **DateAssessed:** 5 December 2017

Description of Long Term Budget Requirements	Frequency	Start Date	Cost	Year 1 2011/12	Year 2 2012/13	Year 3 2013/14	Year 4 2014/15	Year 5 2015/16	Year 6 2016/17	Year 7 2017/18	Year 8 2018/19	Year 9 2019/20	Year 10 2021/22	Current Balance

Long Term - General Maintenance Requirements

Last Reviewed: 5 December 2017

Department	Maintenance Requirement	Frequency	Total Cost (per frequency)	Money in LTM from first 2 years of FRA	Money saved in LTM less Expenditure	Cost to budget per annum	Total remaining in LTM as at end of 2017-18	Start Date	Target Dates
Public Lighting	Painting of Lamp Columns	10-yearly	£1,000	£250	£0	£0	£375	April 2026	April 2036, April 2046
Public Lighting Total			**£1,000**	**£250**	**£0**	**£0**	**£375**		
Car Parks (Grove, Swanscombe Park Leisure Centre)	Painting of Height Barriers	10-yearly	£1,500	£400	-£100	£0	£350	April 2026	April 2036, April 2046
Car Parks (Grove, Swanscombe Park Leisure Centre) Total			**£1,500**	**£400**	**-£100**	**£0**	**£350**		
All Parks	Paint/Repair Play Area Fence	5-yearly	£5,000	£500	£4,000	£0	£5,500	April 2021	April 2026, April 2031
Parks Total			**£5,000**	**£500**	**£4,000**	**£0**	**£5,500**		
Church Road Hall	Internal Painting Walls & Woodwork	5 Yearly	£2,500	£410	£2,780	£0	£3,190	April 2016	April 2021, April 2026, April 2031
	Sand and Wax Hall Floor	5 Yearly	£2,500	£400	£2,800	£0	£3,200	April 2016	April 2021, April 2026, April 2031
	External painting	10 Yearly	£2,000	£400	£2,200	£0	£2,600	April 2016	April 2026, April 2036
Church Road Hall Total			**£7,000**	**£1,210**	**£7,780**	**£0**	**£8,990**		
Heritage Hall	Internal Painting Walls & Woodwork	5-yearlyt	£5,000	£660	£2,566	£0	£3,226	April 2016	April 2021, April 2026, April 2031
	Sand and Was Hall Floor	5-yearly	£2,500	£300	£367	£0	£667	April 2016	April 2021, April 2026, April 2031
	External painting	5-yearly	£2,500	£300	£367	£0	£667	April 2016	April 2021, April 2026, April 2031
	Painting of Perimeter Fence	10-yearly	£1,000	£400	£600	£0	£1,000	April 2016	April 2021, April 2026, April 2031
Heritage Hall Total			**£11,000**	**£1,660**	**£3,900**	**£0**	**£5,560**		
Town Council Offices and Community Hall	Internal Painting Walls & Woodwork	5 -yearly	£7,000	£1,300	£5,600	£0	£5,110	April 2017	April 2022, April 2027, April 2032
	Sand and Wax Hall Floor	5 Yearly	£2,500	£500	£2,900	£0	£1,925	April 2013	April 2023, April 2028
	Replace High Level Ceiling Bulbs	Annual	£500	£1,500	£500	£0	£1,750	April 2012	Each year
	Ceiling Tile Replacement	As required	£500	£1,000	£2,000	£0	£3,000	April 2012	As required
Town Council Offices and Community Hall			**£10,500**	**£4,300**	**£11,000**	**£0**	**£11,785**		
Old Fire Station Café	Internal Painting Walls & Woodwork	5 Yearly	£2,500	£360	£2,000	£0	£2,360	April 2017	April 2022, April 2027, April 2032
Total			**£2,500**	**£360**	**£2,000**	**£0**	**£2,360**		
Grand Total			**£37,500**	**£12,200**	**£28,580**	**£0**	**£34,920**		

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CALCULATION OF COUNCIL TAX 2019/20 AS REQUIRED BY SWANSCOMBE & GREENHITHE TOWN COUNCIL

AGENDA ITEM
TC 13/12/18 7

Balance at Bank 1st April 2018	587,980
Plus Precept - 2018/19	476,978
Plus Section 136 - 2018/19	7,253
Plus Government Grant 2018/19	19,246
	1,091,457
Less probable expenditure 2018/19	527,836
Less reserve account	384,146
Less working balance	40,000
Less Earmarked from 2018/19 Balances	0
Available Balance	139,475
Estimated expenditure 2019/20	591,267
Less available balance	139,475
	451,791
Less Section 136	5,440
Less Government Grant	14,435
Total Amount Required	431,916

Martin Harding: Taking into account a 25% reduction, DBC GAC

COUNCIL TAX CALCULATION

Basic rate for calculation as provided by Dartford Borough Council
4510 properties

Martin Harding: Forecast 612 properties loss for Governance Review from DBC email 17 Oct

Band	2018/19				
A	£63.85				
B	£74.49				
C	£85.13				
D	£95.77	£96.46	-£0.69	Percentage	-0.72
E	£117.05				
F	£138.33				
G	£159.61				
H	£191.54				

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		2017/18 ACTUAL	2018/19 ESTIMATE	2018/19 PROBABLE	2019/20 ESTIMATE	2020/21 FORECAST	2021/22 FORECAST
Cost Centre 1	**Public Lighting**						
Code	**Description**						
1	Supply & Maintenance	2458	2598	2598	2676	2756	2839
3	Christmas Lighting	1166	7000	4500	3600	3708	3819
4	Repairs	1000	1000	1000	1000	1030	1061
5	Long Term Financial Risks	1450	1450	0	1450	1450	1450
6	LongTerm Maintenance	125	125	0	125	125	125
	Total Expenditure	6199	12173	8098	8851	8944	9169
7	Miscellaneous Income	1	1	1	1	1	1
	Total Income	1	1	1	1	1	1
Total to Public Lighting Summary		**6198**	**12172**	**8097**	**8850**	**8943**	**9168**
Cost Centre 2	**Grove Car Park**						
Code	**Description**						
20	Rates	3680	3825	4075	4234	4403	4579
21	Repairs & Maintenance	0	3000	3000	1000	1030	1061
22	Long Term Financial Risks	3590	2390	0	2390	2390	2390
23	Long Term Maintenance	200	200	0	200	200	200
	Total Expenditure	7470	9415	7075	7824	8023	8230
Total to Car Parks Summary		**7470**	**9415**	**7075**	**7824**	**8023**	**8230**
Cost Centre 4	**Parks Establishment**						
Code	**Description**						
40	Wages	82597	103500	101600	104000	106600	109265
41	Equipment/Materials	32000	47300	43500	40000	41000	42230
42	New Grounds Maintenance Equipment	0	0	0	0	0	0
43	Fuel	2360	3038	2500	2500	2563	2639
44	Fencing	5000	5000	5000	5000	5125	5279
45	Telephone	524	522	520	538	551	568
45	Vehicles	2596	4750	4750	2500	2563	2639
47	Water Rates	2100	1560	1560	1607	1647	1696
48	Gas / Electricity	3740	2080	4000	4120	4223	4350
49	Playgound Equipment & Maintenance	10500	10500	8000	5000	5000	5150
50	Training	260	1500	1500	1500	1538	1584
51	Knockhall Changing Rooms	400	1100	1100	500	513	528
52	Parks Works Area	180	1000	750	750	769	792
53	Vandalism	420	1000	750	1000	1025	1056
54	Trees	715	3000	3000	3000	3075	3167
55	New Recreational Facilities	5000	4500	0	0	0	0
56	Unexpected/Emergency Works	400	1500	1000	1500	1538	1584
57	Long Term Financial Risks	7225	9125	5000	9125	9125	5125
58	New Community Facility	0	0	0	0	0	0
59	Long Term Maintenance	0	0	0	0	0	0
	Total Expenditure	156017	200975	184530	182639	186852	187651
66	Miscellaneous Income	1000	1000	1100	1000	1000	1000
	Total Income	1000	1000	1100	1000	1000	1000
Total to Parks Summary		**155017**	**199975**	**183430**	**181639**	**185852**	**186651**

Martin Harding:
To allow for new contract for festive lighting.

Martin Harding:
Allowing for 2.5% increase and spinal point increases

Martin Harding:
To include continuation of 'In Bloom' £4000 and Benches and Bins £4000

Martin Harding:
£5000 remians with FRA for tree survey due in 2020/2021

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		2017/18 ACTUAL	2018/19 ESTIMATE	2018/19 PROBABLE	2019/20 ESTIMATE	2020/21 FORECAST	2021/22 FORECAST
Cost Centre 5	**Swanscombe Park**						
Code	**Description**						
70	Bowls Pavilion Maintenance	0	0	0	0	0	0
71	Long Term Financial Risks	3180	3030	0	3030	3030	3030
72	Long Term Maintenance	500	500	0	500	500	500
	Total Expenditure	3680	3530	0	3530	3530	3530
75	Bowls	3250	3377	3200	3306	3478	3583
	Total Income	3250	3377	3200	3306	3478	3583
Total to Parks Summary		**430**	**153**	**-3200**	**224**	**52**	**-53**

Martin Harding: RPI from Nov 2018 3.3%

Cost Centre 6	**Knockhall Playing Field**						
Code	**Description**						
80	Rates	140	143	141	146	151	155
81	Long Term Financial Risks	1200	1200	0	1200	1200	1200
	Total Expenditure	1340	1343	141	1346	1351	1355
85	Football	4370	4479	5026	5152	5306	5465
	Total Income	4370	4479	5026	5152	5306	5465
Total to Parks Summary		**-3030**	**-3136**	**-4885**	**-3805**	**-3955**	**-4110**

Cost Centre 7	**Broomfield Sports Ground**						
Code	**Description**						
90	Long Term Financial Risks	1400	1400	0	1400	1400	1400
91	Long Term Maintenance	500	500	0	500	500	500
	Total Expenditure	1900	1900	0	1900	1900	1900
95	Football	6556	5621	5920	5762	5934	6112
96	Cricket	1890	1937	1943	1992	2051	2113
97	Miscellaneous Income	255	0	0	0	0	0
	Total Income	8701	7558	7863	7753	7986	8225
Total to Parks Summary		**-6801**	**-5658**	**-7863**	**-5853**	**-6086**	**-6325**

Cost Centre 8	**Churchyard - SP & SP**						
Code	**Description**						
110	Maintenance	2755	5000	2000	5000	5150	5305
111	Long Term Financial Risks **	0	0	0	0	0	0
	Total Expenditure	2755	5000	2000	5000	5150	5305
	** Included in Parks Establishment						
Total to Parks Summary		**2755**	**5000**	**2000**	**5000**	**5150**	**5305**

Cost Centre 9	**Other Projects**						
Code	**Description**						
121	General Projects (inc Sum Etment)	7800	15600	13500	11500	11845	12200
124	Long Term Financial Risks **	0	0	0	0	0	1
	Total Expenditure	7800	15600	13500	11500	11845	12201
	** Included in Parks Establishment						
128	Miscellaneous Income	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0
Total to Parks Summary		**7800**	**15600**	**13500**	**11500**	**11845**	**12201**

Martin Harding: Continuation of open air cinema (credit from this year) £5000, £3000 summer of sports and £1500 for skills taster on top of £2000 for summer entertainment

Cost Centre 10	**Bus Shelters**						
Code	**Description**						
130	Maintenance	750	1500	750	1500	1500	1500
	Total Expenditure	750	1500	750	1500	1500	1500
126	Miscellaneous Income	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0
Total to Parks Summary		**750**	**1500**	**750**	**1500**	**1500**	**1500**

		2017/18 ACTUAL	2018/19 ESTIMATE	2018/19 PROBABLE	2019/20 ESTIMATE	2020/21 FORECAST	2021/22 FORECAST
Cost Centre 19	**Heritage Park**						
Code	**Description**						
100	Maintenance / Rent	50	2000	2000	500	515	530
104	Long Term Financial Risks	0	0	0	0	0	0
	Total Expenditure	50	2000	2000	500	515	530
Total to Parks Summary		**50**	**2000**	**2000**	**500**	**515**	**530**
Cost Centre 11	**Leisure Centre**						
Code	**Description**						
146	Rates & Ins Rent - DBC	27150	28368	27500	28573	29430	30313
155	GCLL Management Fee	57000	57000	57000	57000	57000	57000
	Total Expenditure	84150	85368	84500	85573	86430	87313
	Total Income	0	0	0	0	0	0
Total To Leisure Centre Summary		**84150**	**85368**	**84500**	**85573**	**86430**	**87313**
Cost Centre 13	**Squash Courts**						
Code	**Description**						
200	Maintenance	0	1000	500	500	515	530
201	Long Term Financial Risks	0	0	0	0	0	0
	Total Expenditure	0	1000	500	500	515	530
205	Squash Income	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0
Total to Squash Courts Summary		**0**	**1000**	**500**	**500**	**515**	**530**

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		2017/18 ACTUAL	2018/19 ESTIMATE	2018/19 PROBABLE	2019/20 ESTIMATE	2020/21 FORECAST	2021/22 FORECAST
Cost Centre 14	**Allotments**						
Code	**Description**						
210	Rents / Licences	241	245	245	245	252	260
211	Repairs / Maintenace	260	250	250	250	258	265
212	Water Supply	0	0	0	0	0	0
213	Long Term Financial Risks	2135	2135	0	2135	2135	2135
	Total Expenditure	2636	2630	495	2630	2645	2660
218	Rent	1675	2030	1900	2335	2685	3087
	Total Income	1675	2030	1900	2335	2685	3087
Total To Allotment Summary		**961**	**600**	**-1405**	**296**	**-40**	**-427**

Martin Harding: 15% increase. 10% standard fees increase along with 5% to equalise charges following the 25% allocated to the Allotment Association

Cost Centre 15	**Administration**						
Code	**Description**						
230	Wages	130200	136500	134000	140000	144200	148526
231	Furn (F&E) & Equipment	860	1500	750	1500	1545	1591
232	Photocopier	1260	1500	1000	1000	1030	1061
233	Stationery, Advertising, Postage	2255	2300	2100	2300	2369	2440
234	Telephone / Internet	3565	3678	3400	3788	3902	4019
235	Mileage Allowance	695	728	500	515	530	546
236	Insurance	13150	14150	14106	15000	15450	15914
237	Subscriptions / Publications	4322	4862	4862	5008	5158	5313
238	Town Mayor's Allowance	1500	1500	1500	1500	1545	1591
239	Civic Reception	1500	1500	1500	1500	1545	1591
240	Chains of Office	230	250	250	250	258	265
241	Legal Fees	1590	8500	5000	6000	6180	6365
242	External Audit Fees	1300	1300	1300	1300	1339	1379
243	Internal Audit Fees	250	250	250	250	258	265
244	Local Funding	6574	7000	7000	7000	2000	2000
245	Miscellaneous	1470	7750	3000	6250	6438	6631
246	Election Expenses	0	2000	2000	6000	2000	2000
247	Training	835	1500	1500	1500	1545	1591
248	Member Training	360	1500	1500	1500	1545	1591
249	IT Services	4770	6000	4500	6000	6180	6365
250	Handyman (including seasonal Park staff)	810	1500	500	1500	1545	1591
251	Council Offices Building Maintenance	15000	22000	15000	20000	20600	21218
252	Water Rates	1380	1332	1332	1372	1413	1456
253	Gas	1144	2403	2403	2475	2549	2626
254	Electricity	651	5064	11000	5216	5372	5534
255	Rates (NNDR)	20504	21304	21304	22135	22799	23483
256	Long Term Financial Risks	5000	5000	0	2500	2500	0
257	Long Term Maintenance	2875	2625	0	2875	2875	2875
	Total Expenditure	224070	265496	241557	266234	264670	269829
270	Photocopier Income	0	0	0	0	0	0
271	Miscellaneous	0	0	0	0	0	0
274	Bank Interest	0	0	1000	2400	2472	2546
	Total Income	0	0	1000	2400	0	0
Total to Administration Summary		**224070**	**265496**	**240557**	**263834**	**264670**	**269829**

Martin Harding: Allowing for 2.5% increase and spinal point increases

Martin Harding: £5000 for youth provision moved to 2019/2020 due to Feb 19 start date.

Martin Harding: £2300 for mapping software moved to 2019-2020.

Martin Harding: £5000 for refurbishment of cashiers office moved to 2019-20

Cost Centre 16	**Church Road Hall**						
Code	**Description**						
280	Wages	4825	5359	5100	5493	5658	5827
281	Repairs & Maintenance	2250	3500	1500	3500	3605	3713
282	Gas & Electricity	800	1146	1000	1180	1216	1252
283	Cleaning Materials	25	100	100	100	103	106
284	Furniture & Fittings	17	100	100	100	103	106
285	Rates (NNDR)	1190	1235	1235	1283	1322	1361
287	Misc Expenditure	125	125	125	125	129	133
288	Long Term Financial Risks	0	885	0	0	0	0
289	Long Term Maintenance	0	1945	0	0	0	0
290	Telephone / Broadband	575	600	500	600	600	600
	Total Expenditure	9807	14995	9660	12382	12735	13099
295	Hire Income	4092	3388	4500	3473	3577	3000
	Total Income	4092	3388	4500	3473	3577	3000
Total To Community Halls Summary		**5715**	**11607**	**5160**	**8909**	**9158**	**10099**

Martin Harding: Allowing for 2.5% increase

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		2017/18 ACTUAL	2018/19 ESTIMATE	2018/19 PROBABLE	2019/20 ESTIMATE	2020/21 FORECAST	2021/22 FORECAST
Cost Centre 17	**Grove Hall**						
Code	**Description**						
301	Repairs & Maintenance	135	700	700	700	121	125
302	Gas & Electricity	53	100	100	100	103	106
	Total Expenditure	198	810	810	810	234	241
315	Hire Income	0	0	0	0	0	0
	Total Income	0	0	0	0	0	0
Total To Community Halls Summary		**198**	**810**	**810**	**810**	**234**	**241**
Cost Centre 18	**Heritage Community Hall**						
Code	**Description**						
320	Wages	5975	6314	6200	6472	6666	6866
321	Repairs & Maintenance	1190	1800	1800	1800	1854	1910
322	Gas & Electricity	1256	1653	1653	1703	1754	1806
323	Cleaning Materials	210	195	195	195	201	207
324	Furniture & Fittings	13	1000	500	1000	1030	1061
325	Rates (NNDR)	2260	2349	2349	2441	2514	2589
326	Water Rates	440	667	667	687	708	729
327	Misc Expenditure	0	260	260	260	268	276
328	Long Term Financial Risks	0	0	0	0	0	0
329	Long Term Maintenance Requirements	0	0	0	0	0	0
	Total Expenditure	11344	14238	13624	14557	14994	15444
335	Hire Income	15124	15000	11000	12000	12360	12731
	Total Income	15124	15000	11000	12000	12360	12731
Total To Community Halls Summary		**-3780**	**-762**	**2624**	**2557**	**2634**	**2713**
Cost Centre 20	**Sports Pavilion**						
Code	**Description**						
340	Gas & Electricity	560	640	640	659	679	699
341	Water Rates	663	480	480	494	509	525
342	Maintenance & Cleaning Contribution	1913	1750	1750	1750	1803	1857
343	Rates	0	0	0	0	0	0
344	Building Insurance	1461	2025	1570	2025	2086	2148
345	Misc Expenditure	0	0	0	0	0	0
346	Long Term Financial Risks	27000	27000	17000	17000	27000	27000
	Total Expenditure	31597	31895	21440	21929	32076	32229
350	Rent	17301	17869	17869	18459	18405	18957
	Total Income	17301	17869	17869	18459	18405	18957
Total To Community Halls Summary		**14296**	**14026**	**3571**	**3470**	**13671**	**13272**
Cost Centre 21	**Town Council Offices Community Hall**						
Code	**Description**						
360	Wages (Caretaker)	8430	9225	7500	7688	7918	8156
361	Repairs & Maintenance	420	420	420	420	433	446
362	Furniture, Fixtures and Fittings	200	100	100	100	103	106
363	Cleaning Materials	350	260	260	260	268	276
364	Miscellaneous	0	75	75	75	77	80
365	Long Term Financial Risks	6300	4300	0	4300	4300	3300
366	Long Term Maintenance **	0	0	0	0	0	0
	Total Expenditure	15700	14380	8355	12843	13099	12363
	** Covered in Administration budget						
370	Rent	31237	31263	31263	32018	32201	33167
	Total Income	31237	31263	31263	32018	32201	33167
Total To Community Halls Summary		**-15537**	**-16883**	**-22908**	**-19175**	**-19102**	**-20804**

Martin Harding: Allowing for 2.5% increase

Martin Harding: £17k for Pavilion fund remains but £10k for strategic building fund not reinstated until 2020

Martin Harding: RPI from Nov 2018 3.3%

Martin Harding: Allowing for 2.5% increase

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		2017/18 ACTUAL	2018/19 ESTIMATE	2018/19 PROBABLE	2019/20 ESTIMATE	2020/21 FORECAST	2021/22 FORECAST
Cost Centre 22	**Old Fire Station Café**						
Code	**Description**						
380	Wages	17702	19240	18500	19240	19817	20412
381	Food/Supplies	3892	4000	4000	4000	4120	4244
382	F, F & Equipment (including leased equip	1396	750	750	750	773	796
383	Advertising	0	100	100	100	103	106
384	Rates (NNDR)	1581	1644	1644	1708	1759	1812
385	Electricity & Water	1008	1039	1039	1070	1102	1135
386	Cleaning Materials	90	130	130	130	134	138
387	DBC Maintenance Service Charge	1615	1750	1500	1750	1803	1857
388	Telephone / Internet	745	1263	750	1000	1030	1061
389	Maintenance	1447	1000	1000	1000	1030	1061
390	Miscellaeous (and DBC Insurance)	410	1325	1325	1325	1365	1406
391	Long Term Financial Risks	0	0	0	0	0	0
392	Rent DBC	0	3000	3000	5600	5768	5941
393	Long Term Maintenance	0	0	0	0	0	0
	Total Expenditure	29886	35241	33738	37673	38803	39968
395	Café Income	8122	8000	11000	8000	8240	8487
	Total Income	8122	8000	11000	8000	8240	8487
Total To Community Café Summary		**21764**	**27241**	**22738**	**29673**	**30563**	**31480**
Cost Centre 23	**Ingress Park Community Centre**						
Code	**Description**						
400	Wages	0	6300	1000	6300	6489	6684
401	Repairs & Maintenance	0	1850	500	1850	1906	1963
402	Gas & Electricity	0	1600	400	1600	1648	1697
403	Cleaning Materials	0	1000	250	1000	1030	1061
404	Furniture & Fittings	0	5500	1375	5500	5665	5835
405	Rates (NNDR)	0	2442	650	2442	2515	2590
406	Water Rates	0	650	200	650	670	690
407	Key Holder Security	0	800	200	800	824	849
408	Misc Expenditure	0	500	210	500	515	530
409	Long Term Financial Risks	0	1950	0	1950	1950	1950
410	Long Term Maintenance Requirements	0	2350	0	2350	2350	2350
	Total Expenditure	0	24942	4785	24942	25561	26199
415	Hire Income	0	4000	500	4000	7000	12000
416	Commuted Sum	0	13500	13500	6000	6000	6000
417	Contingency Fund	0	7500	0	7500	2500	0
	Total Income	0	25000	14000	17500	15500	18000
Total To Communuity Halls Summary		**0**	**-58**	**-9215**	**7442**	**10061**	**8199**

Martin Harding: Allowing for 4.9% increase in line with new national living wage

Martin Harding: Contingency fund spread over 2019/20 and 2020/2021 finance years to mitigate start up.

SUMMARY						
Street Lighting	8198	12172	8097	8850	8943	9168
Car Parks	7470	9415	7075	7824	8023	8230
Parks	156971	215434	185732	190706	194873	195700
Leisure Centre	84150	85368	84500	85573	86430	87313
Squash Courts	0	1000	500	500	515	530
Allotments	961	600	-1405	296	-40	-427
Administration	224070	265496	240557	263834	264670	269829
Community Halls	892	8740	-19956	4012	16656	13719
Community Café	21764	27241	22738	29673	30563	31480
	502476	625466	527836	591267	610634	615542
Total Expenditure	**502476**	**625466**	**527836**	**591267**	**610634**	**615542**

Reserve Account - Earmarked Funds

General Reserves	FRA Reserves	
£5,000 Sports Pavilion Bond	£40,964	11/12 FRA
£1,000 Bowls Pavilion Bond	£54,065	12/13 FRA
£3,750 Sports Pavilion Bond	£94,943	13/14 FRA
£1,250 Sports Pavilion Bond	£14,020	13/14 LTM
	£74,823	14/15 FRA
	£6,423	14/15 LTM
	£79,063	15/16 FRA
	£13,283	15/16 LTM
	-£4,868	16/17 FRA
	£1,820	16/17 LTM
	£575	17/18 FRA
	-£1,965	17/18 LTM
£11,000	**£373,146**	
Total in Reserve Account	**£384,146**	

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Electoral Services

AGENDA ITEM 8
T/C 13/12/18

29 OCT 2018

DARTFORD BOROUGH COUNCIL

Parish Chairman

Please ask for: Electoral Services
Direct Line: (01322) 343426

E-mail: community.review@dartford.gov.uk
DX: 142726 Dartford 7
We welcome calls via Typetalk

Your Ref:
Our Ref:

Date: 22 October 2018

Dear Chairman,

POLLING DISTRICT & POLLING PLACE REVIEW 2018

In accordance with the provisions of the Representation of the People Act 1983, Dartford Borough Council have given notice that it is conducting a review of all polling districts and polling places for Parliamentary and Local Government elections.

The consultation period for the review commenced on the 1 October 2018 and will end on 14 December 2018.

The Electoral Provisions Sub-committee considered proposals for the polling district and polling place at its meeting on the 17 October 2018 and the proposals for your parish are enclosed which are open to consultation.

We welcome comments from your Parish Council as soon as possible so that any comments or alternative proposals can be investigated before the final proposals are considered by the General Assembly of Council in January 2019.

Please note that any representations received in connection with the review will be published.

Yours sincerely

Electoral Services Manager
Dartford Borough Council

(*) emailed to all members on 29/10/18 asking for comments.

8

Swanscombe & Greenhithe Town Council
Polling District and Polling Place Review 2018

WARD:	Greenhithe Ward
Polling District:	GRE1 – Knockhall
Electorate:	2000+
Parished:	Knockhall Ward, Swanscombe & Greenhithe Town Council
RECOMENDATION:	A premises within the polling district

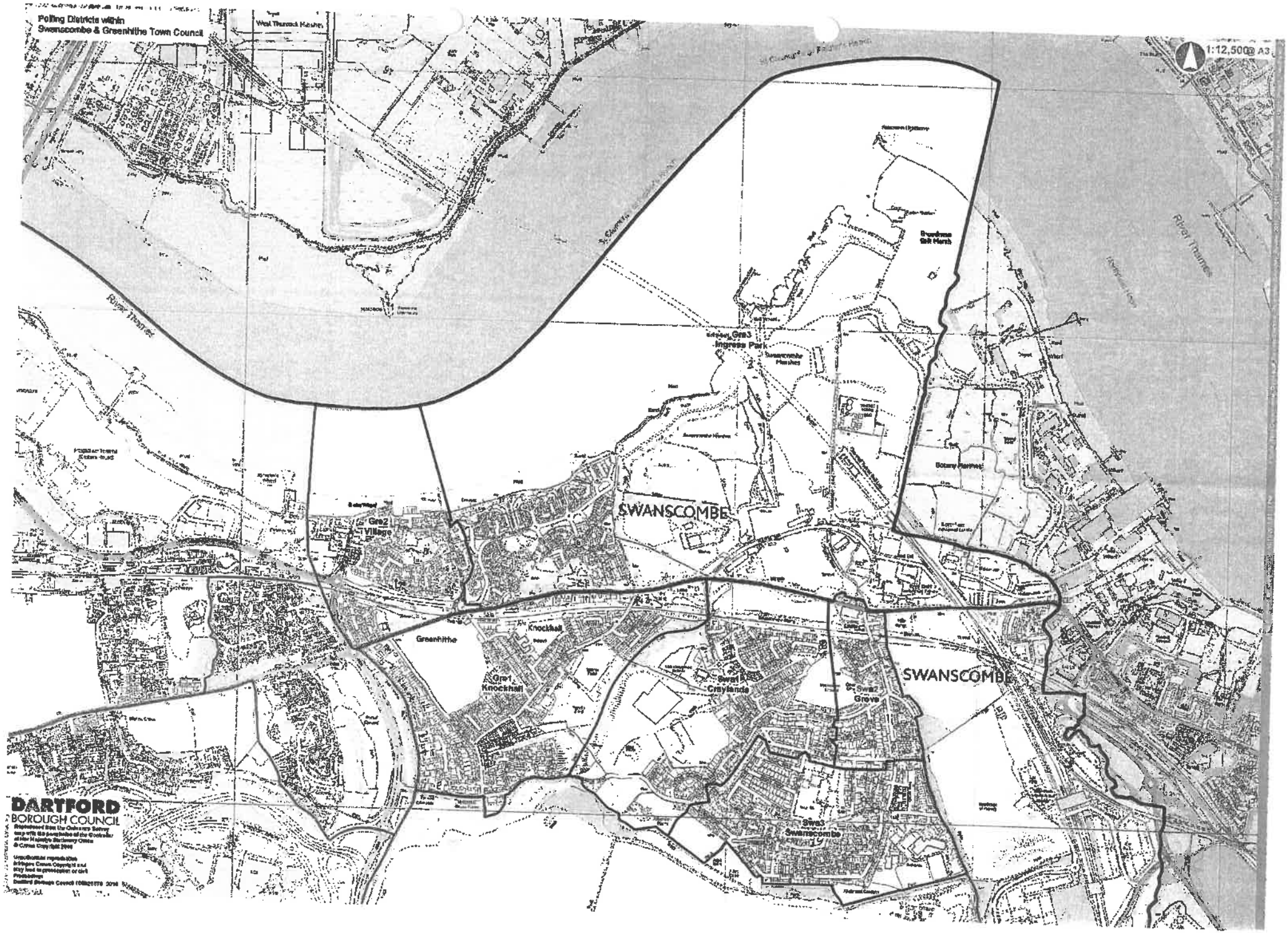
WARD:	Greenhithe Ward
Polling District:	GRE2 – Everards
Electorate:	1100+
Parished:	Greenhithe Village Ward, Swanscombe & Greenhithe Town Council
RECOMENDATION:	A mobile unit or polling place within the polling district

WARD:	Greenhithe Ward
Polling District:	GRE3 – Abbey
Electorate:	1700+
Parished:	Greenhithe Ward, Swanscombe & Greenhithe Town Council
RECOMENDATION:	A mobile unit or polling place within the polling district

WARD:	Swanscombe Ward
Polling District:	SWA1 - Craylands
Electorate:	1500+
Parished:	Swanscombe Ward, Swanscombe & Greenhithe Town Council
RECOMENDATION:	Heritage Community Hall, Craylands Lane, Swanscombe, Kent DA10 0LP

WARD:	Swanscombe Ward
Polling District:	SWA2 - Grove
Electorate:	1000+
Parished:	Swanscombe Ward, Swanscombe & Greenhithe Town Council
RECOMENDATION:	Swanscombe & Greenhithe Town Council Offices, The Grove, Swanscombe, Kent DA10 0GA

WARD:	Swanscombe Ward
Polling District:	SWA3 - Swanscombe
Electorate:	2100+
Parished:	Swanscombe Ward, Swanscombe & Greenhithe Town Council
RECOMENDATION:	The Church Centre, 112 Swanscombe Street, Swanscombe, Kent DA10 0BA


Polling Districts within
Swanscombe & Greenhithe Town Council
1:12,500 @ A3
SWANSCOMBE
SWANSCOMBE
Greenhithe
Knockhall
Ingress Park
Grey Village
Swanscombe
DARTFORD
BOROUGH COUNCIL

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Electoral Services

3 DEC 2018

DARTFORD
BOROUGH COUNCIL

Town Chairman

Please ask for: Electoral Services
Direct Line: [redacted]
E-mail: ier@dartford.gov.uk
DX: 142726 Dartford 7
We welcome calls via Typetalk

Your Ref:
Our Ref:

AGENDA ITEM 9
T/C 13-12-18

Date: 30 November 2018

Dear Chairman,

COMMUNITY GOVERENCE REVIEW

The Local Government Boundary Review for England have granted consent for the changes that were proposed as part of recent community governance review and the Council are now in the position of sealing the Reorganisation Order. Enclosed is a map showing the arrangements which will be in place for your parish in May 2019. The Electoral Registration Officer will make the necessary arrangements to republish the register of electors in February prior to nominations next year.

At the General Assembly of Council meeting held on 27 September 2018, some queries were raised regarding the warding arrangements and delegation was granted to Strategic Director (Internal Services) to make any consequential changes in consultation with the Leader of the Council and the Leader of the Swanscombe and Greenhithe Residents' Association. This has been undertaken and the revised wards are enclosed which now match the borough boundary and take into account expected future development.

Please note, that any comments on the Polling Districts and Polling Place Review will need to be received by 14 December 2018 and the changes to the warding have not effected the proposals for the polling districts.

Yours sincerely

Electoral Services Manager
Dartford Borough Council

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EXTRACT OF MINUTES

AGENDA ITEM
T/C 13/12/18. 10

315/18-19. ARRIVA BUS SERVICE CHANGES.

Members were asked to consider the changes Arriva had introduced to the local bus services on 25 November 2018. Members were disappointed that the changes made by Arriva had resulted in residents at the back of Swanscombe being isolated and having to walk a considerable distance to get to a bus stop. Members had also received complaints that some passengers with bus passes were being waved through by drivers which would mean that their journeys were not being recorded etc.

Members suggested that full Council be requested to consider seeking advice from an alternative bus company as to whether they would be interested in operating in this area.

Recommended: That full Council be requested to consider seeking advice from an alternative bus company as to whether they would be interested in operating in this area.

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From: Graham Blew
Sent: 24 October 2018 17:01
To: Cllr Alan S Reach <[redacted]>; Cllr Bryan E Read <[redacted]>; Cllr Bryan R Parry <[redacted]>; Cllr David J Mote <[redacted]>; Cllr Dr Josephine M Harman <[redacted]>; Cllr John A Hayes <[redacted]>; Cllr Keith M Kelly <[redacted]>; Cllr Kevin G Basson <[redacted]>; Cllr Lesley C Howes <[redacted]>; Cllr Linda Manchester <[redacted]>; Cllr Linda Manchester2 <[redacted]>; Cllr Lorna M Cross <[redacted]>; Cllr Maria B Kelly <[redacted]>; Cllr Peter C Harris <[redacted]>; Cllr Peter M Harman <[redacted]>; Cllr Richard J Lees <[redacted]>; Cllr Simon J Ryan <[redacted]>; Cllr Susan P Butterfill <[redacted]>
Subject: Arriva bus service changes - 25 November 20118

TO ALL MEMBERS.

Hi Graham,

These are the posters that will be put up on our buses to communicate the changes.

Anyone who wishes to question the changes can call our customer services number on 0344 800 4411.

Kind regards,

Lauren Edmonds
Marketing Manager - Kent and Surrey

Arriva Southern Counties

Arriva plc |Registered in England. Registered No: 34710. | www.arrivabus.co.uk
Arriva, Invicta House, Armstrong Road, Maidstone, Kent, ME15 6TX

arriva
a DB company

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Days of Operation	**Monday to Friday**
Service Number	**NF484**
Service Description	**Castle Hill to Bluewater**

Commencing **25-11-2018**

Service No.	**484**	**484**	**484**	**484**	**484**	**484**	**484**	**484**
Ebbsfleet, International Station	0925	1025	1125	1225	1325	1425	1525	1635
Castle Hill, Mercer Avenue	0930	1030	1130	1230	1330	1430	1531	1641
Castle Hill, Community Centre	0931	1031	1131	1231	1331	1431	1532	1642
Swanscombe, Rail Station	0937	1037	1137	1237	1337	1437	1540	1650
Greenhithe Rail Station	0943	1043	1143	1243	1343	1443	1547	1657
Greenhithe, ASDA	0945	1045	1145	1245	1345	1445	1549	1659
Bluewater, Bus Station	0950	1050	1150	1250	1350	1450	1554	1704

Days of Operation	**Monday to Friday**
Service Number	**NF484**
Service Description	**Castle Hill to Bluewater**

Commencing **25-11-2018**

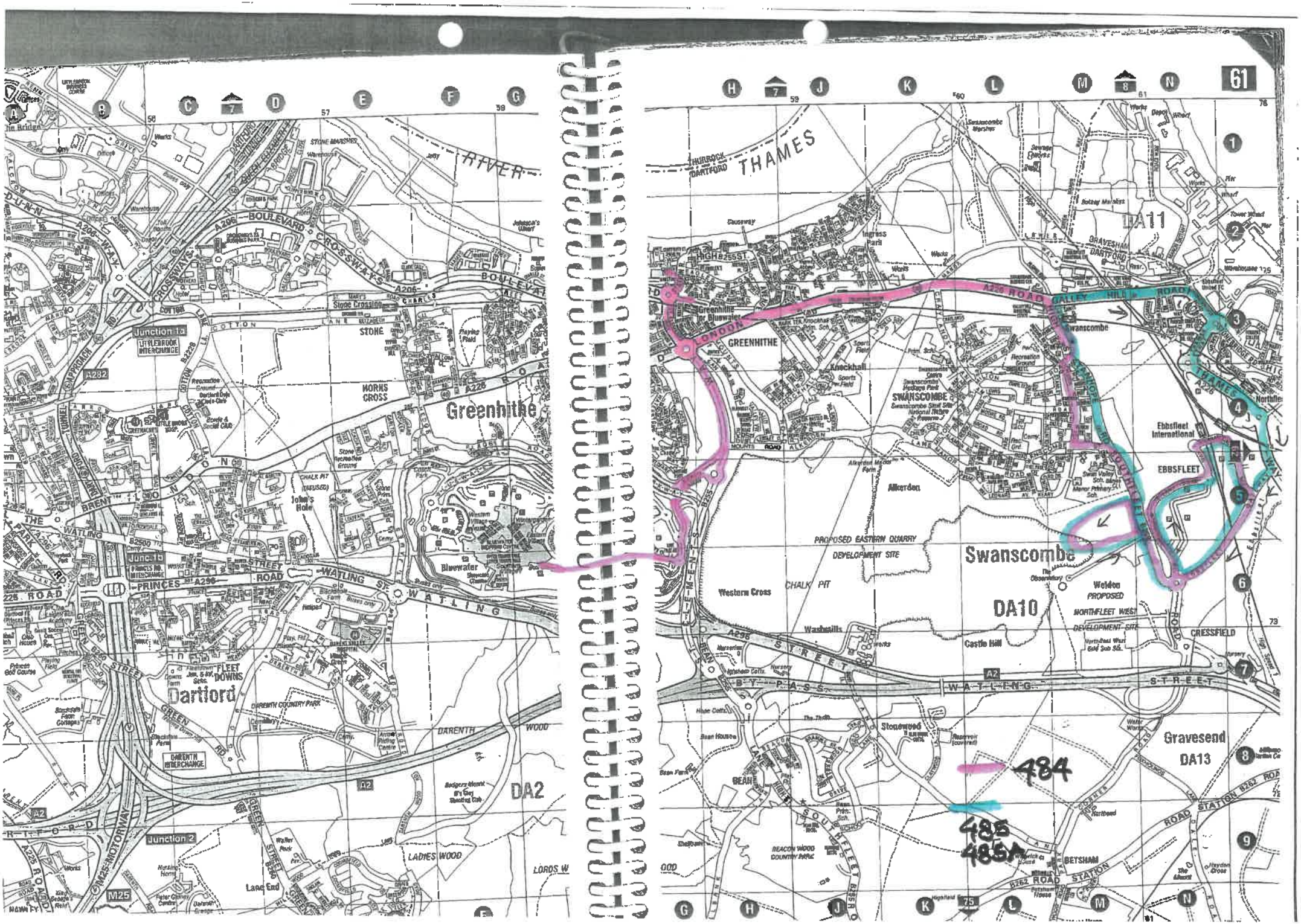
Service No.	**484**	**484**	**484**	**484**	**484**	**484**	**484**	**484**
Bluewater, Bus Station	0955	1055	1155	1255	1355	1455	1600	1710
Greenhithe, ASDA	1000	1100	1200	1300	1400	1500	1605	1715
Greenhithe Rail Station	1002	1102	1202	1302	1402	1502	1607	1717
Swanscombe, Rail Station	1010	1110	1210	1310	1410	1510	1617	1727
Castle Hill, Mercer Avenue	1014	1114	1214	1314	1414	1514	1622	1732
Castle Hill, Community Centre	1015	1115	1215	1315	1415	1515	1623	1733
Ebbsfleet, International Station	1020	1120	1220	1320	1420	1520	1629	1739

Days of Operation	**Monday to Friday**
Service Number	**NF485**
Service Description	**Castle Hill Circular**

Commencing **25-11-2018**

Service No.	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**	**485**
Castle Hill, Mercer Avenue	0603	0634	0659	0719	0744	0804	0834	0854	-	-	-	-	-	-	-	-	-	-	-
Castle Hill, Community Centre	0604	0635	0700	0720	0745	0805	0835	0855	-	1800	1825	1845	1910	1930	1955	2015	2040	2100	2125	2145
Swanscombe, Rail Station	-	0641	-	0726	-	0811	-	0901	-	1806	-	1851	-	1936	-	2021	-	2106	-	2151
Ebbsfleet, International Station	0610	0649	0706	0734	0751	0819	0841	0909	1745	1814	1831	1859	1916	1944	2001	2029	2046	2114	2131	2159
Castle Hill, Mercer Avenue	0615	0654	0711	0739	0756	0824	0846	0914	1751	1819	1836	1904	1921	1949	2006	2034	2051	2119	2136	2204
Castle Hill, Community Centre	-	-	-	-	-	-	-	-	1752	1820	1837	1905	1922	1950	2007	2035	2052	2120	2137	2205

Service No.	**485**	**485**	**485**
Castle Hill, Mercer Avenue	-	-	-
Castle Hill, Community Centre	2210	2230	2255
Swanscombe, Rail Station	-	2236	-
Ebbsfleet, International Station	2216	2244	2301
Castle Hill, Mercer Avenue	2221	2249	2306
Castle Hill, Community Centre	2222	2250	2307


61
THAMES
RIVER
Greenhithe
GREENHITHE
Knockhall
SWANSCOMBE
Swanscombe
Ebbsfleet International
EBBSFLEET
Alkerden
PROPOSED EASTERN QUARRY
DEVELOPMENT SITE
Swanscombe
Western Cross
CHALK PIT
Washoills
Castle Hill
DA10
Weldon
PROPOSED
NORTHFLEET WEST
DEVELOPMENT SITE
CRESSFIELD
Dartford
DA2
DARENTH
WOOD
LADIES WOOD
Stonewood
Gravesend
DA13
DA11
484
485
485A
BETSHAM
Junction 1a
LITTLEBROOK INTERCHANGE
Junction 1a
PRINCES RD INTERCHANGE
Junction 2
DARENTH INTERCHANGE
M25
A2
A282
A206
A226
A296
A225
B2500
B255
B260
B262
WATLING STREET
BY-PASS
STATION ROAD
BOULEVARD
CROSSWAYS
DARTFORD TUNNEL APPROACH
DUNN WAY
GALLEY HILL
LONDON ROAD
THE WATLING STREET
PRINCES ROAD
GREEN STREET
SOUTHFLEET ROAD
BEAN ROAD
STATION ROAD
Junction 1a
Junction 1a
Junction 2
M25
A2
A282
A206
A226
A296
A225
B2500
B255
B260
B262
WATLING STREET
BY-PASS
STATION ROAD
BOULEVARD
CROSSWAYS
DARTFORD TUNNEL APPROACH
DUNN WAY
GALLEY HILL
LONDON ROAD
THE WATLING STREET
PRINCES ROAD
GREEN STREET
SOUTHFLEET ROAD
BEAN ROAD
STATION ROAD

NEW bus services

Brand new commuter and off-peak bus services

We're introducing three new mini bus services on the 25th November to keep commuters and communities connected

Service 485

Brand new commuter service

Will run every 20 minutes in a clockwise loop serving Castle Hill - Ebbsfleet International Station

Service 485A

Brand new commuter service

Will run every 20 minutes in a clockwise loop serving Castle Hill - Swanscombe - Ebbsfleet International Station

Service 484

Brand new off-peak service

Will run hourly serving Ebbsfleet International Station - Castle Hill - Swanscombe High Street - Greenhithe Station - Greenhithe ASDA - Bluewater

For more information and timetables visit:
arrivabus.co.uk/thameside-changes

arriva

a DB company

AGENDA ITEM

Your bus services in Dartford, Gravesend and Swanscombe are changing

The changes will go live on 25th November 2018

Here's a summary of the changes

☑ **Service 481 - Revised timetable and route**

- Will now serve Pepper Hill near Sainsbury's
- This route will no longer serve Waterdales, Springhead Park and Castle Hill

☑ **Service 455 - Revised timetable and route**

- Will run from Gravesend to Valley Drive
- This route will no longer serve Dartford or Swanscombe
- Will have increased frequency and will run every 40 minutes

For the full breakdown of the changes and new timetables visit

arrivabus.co.uk/thameside-changes

arriva

a DB company

AGENDA ITEM 11
TC 13/12/18.

Regeneration Services

Mr G Blew
Swanscombe and Greenhithe Town Council
The Town Council Offices The Grove
Swanscombe
Kent
DA10 0GA

Please ask for: Tania Smith
Direct Line: (01322) 343103
Direct Fax: (01322) 343047
E-mail: Tania.smith@dartford.gov.uk
DX: 142726 Dartford 7

Your Ref:
Our Ref:

Date: 29th October 2018

Dear Town or Parish Clerk,

RE: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils
CIL Regulations 2010 (amended) Regulations 59A to 59D

I am writing to inform you that during the period 1 April 2018 to 30 September 2018, no CIL receipts have been received from development within your area and therefore a proportion cannot be passed to your Council.

I would be happy to answer any queries you may have in relation to CIL and transfer of receipts to town and parish councils. Would you please bring this letter to the attention of your chairperson.

Yours sincerely,

Tania Smith
Infrastructure Delivery Officer

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Graham Blew

AGENDA ITEM 12
13/12/18

From: Peter.Harman@kent.gov.uk
Sent: 21 November 2018 14:50
To: sarah.rawlinson@[redacted]
Cc: Graham Blew; LESLEY_HOWES@[redacted]
Subject: Attendance at full council

Hello Sarah,

Thank you for spending time this morning discussing your plans with Lesley Howes and myself. I think we both found this really informative, and will allow us to much better support you in your work. I have spoken to the Town Clerk Graham Blew, and he has agreed to place an item on future Town Council agendas where you will be able to discuss your progress in your job role. ?

The next full council will be at 7 pm on Thursday 13th December; and I would be grateful if you could email Graham at the above address by Monday 3rd December with details of your written submission. This will allow plenty of time for it to be included in the papers that Councillors have available at the meeting; and will no doubt make it easier for you, as you will then only have to verbally add any last minute information and answer questions.

Graham also asked whether you could email him with any further information you have about you job role please (eg job specification, targets set for year one and year two, etc). This is because the Town Council do not have this information, and it would be helpful for us. If you have only a hard copy, please phone Graham on (01322) 385513 to arrange taking them to his office so that he can scan them.

Kind regards

Peter

Peter Harman (07956) 347419
KCC Member for Swanscombe and Greenhithe

For details on how I will use your information please click here for my privacy notice

Total Control Panel Login

To: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk Remove this sender from my allow list
From: peter.harman@kent.gov.uk

You received this message because the sender is on your allow list.

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JOB ADVERT

Diocese of Rochester

FULL TIME YOUTH AND COMMUNITY ENGAGEMENT OFFICER

The expectation is that this person would engage with young people in a manner of settings but particularly amongst the excluded and deprived youth in Swanscombe and Greenhithe. Creating community cohesion and reducing anti-social behaviour there and in neighbouring communities. This is an exciting opportunity to impact the lives of young people positively by bringing together those from the established communities and new neighbourhoods.

The successful applicant will demonstrate an innovative and creative approach to engaging young people and a track record of contributing to transforming young lives. The post requires a self-motivated, energetic and mature individual able to work with limited supervision.

This appointment is initially for 3 years and is subject to a satisfactory enhanced DBS disclosure.

Remuneration is between £23,445 - £25,194.

Applications should be returned by 13th April 2018. Interviews 26th April 2018.

For an application pack or more details contact
Sarah Cabella,
Children and Young People Team
St Nicholas Church
Boley Hill
Rochester
Kent ME1 1SL
01634 560000
or sarah.cabella@rochester.anglican.org

SWANSCOMBE AND GREENHITHE TOWN COUNCIL
"TAKING PRIDE IN OUR TOWN"

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Graham Blew

B

From:	Graham Blew
Sent:	16 December 2016 11:38
To:	'Bonnie Appleton'
Cc:	'enquiries@rochester.anglican.org'
Subject:	Cllr Mrs Sue Butterfill - Steering Group : Proposal for a youth community worker from Diocese of Rochester
Attachments:	Ltr rom Diocese - rep on Steering Group - 21 Nov 2016.pdf
Importance:	High

Further to your letter, attached, please be aware that full Council have agreed that Councillor Mrs Sue Butterfill be our representative on the Steering Group for this project.

Councillor Butterfills contact details are as follows but I would ask that I be copied in on all correspondences etc. so that I can keep our records up to date in the Council Offices.

Councillor Mrs S P Butterfill
Tel: 07757 494621
Email: sue.butterfill@ntlworld.com

Thank You.

Yours sincerely,

Graham Blew
Town Clerk

SWANSCOMBE & GREENHITHE TOWN COUNCIL
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849
www.swanscombeandgreenhithetowncouncil.gov.uk

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22 NOV 2016

Diocese of Rochester

c/o Graham Blew Town Clerk
The Regeneration Committee
Swanscombe and Greenhithe Town Council
The Grove
Swanscombe
Kent
DA10 0GA

21 November 2016

Dear Councillors,

Community Youth Worker Swanscombe and Greenhithe

On behalf of the Diocese of Rochester I would like to thank you for agreeing to become partners in the establishment of a Community Youth Worker in Swanscombe and Greenhithe. The diocese is delighted that you wish to take such an active role with the steering group and we look forward to hearing who you would like to nominate as your representative. We would also like to thank you for your 'in principle' financial contribution towards financing a youth worker.

In the meantime, Dr Ian Sesnan and I will be contacting various funders to secure the rest of the funding which will be much helped by your letter of assent and the funding you have agreed 'in principle'. Revd Bonnie Appleton will continue to meet local people and hone the job description ready for advertising.

We look forward to working with you.

Yours sincerely,

Matthew Girt MA FRSA
Director of Strategy and Implementation

Diocesan Office, St. Nicholas Church, Boley Hill, Rochester, Kent, ME1 1SL
tel 01634 560000 email enquiries@rochester.anglican.org
The Rochester Diocesan Society and Board of Finance is a company limited by guarantee. Registered in England No. 140666
Registered Office: St. Nicholas Church, Boley Hill, Rochester, Kent, ME1 1SL. Registered Charity No. 249339

THE CHURCH OF ENGLAND

Rev. Bonnie Appleton MA
Mission Co-ordinator Ebbsfleet for
The Diocese of Rochester

18 October 2016

RE: PROPOSAL FOR A YOUTH COMMUNITY WORKER FOR SWANSCOMBE AND GREENHITHE FROM DIOCESE OF ROCHESTER

Dear Rev. Appleton

Further to last night's meeting I am happy to confirm that the Town Council endorsed the project, in principal, and welcomed the opportunity to participate as a stakeholder from the outset and going forward.

Subject to formal agreement of its budgets and confirmation that the remaining funding required has/can be secured, the Town Council will support the project from 1 April 2017 with £5,000.00 per year over a 3 year period.

The Town Council are happy that you confirmed that the Town Council would have a representative on the Steering Group that would oversee the project.

At the beginning, and for the duration of the project, recognition of the Town Councils support would be required to be acknowledged.

Thank you.

Yours sincerely

Graham Blew
Town Clerk

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EXTRACT OF Agenda

The Quorum for Sub-Committees is one half of its Membership. If a Councillor is unable to attend, that Councillor can arrange for a substitute to attend in their place.

1. To receive apologies for absence.

3. Substitutes.

4. Declarations of interests in items on the agenda.

At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.

5. Items as Deemed Urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (for discussion/information only, not for decision).

6. To confirm and sign the Minutes of the Meeting held on 2 March 2007 (Town Council 19 July 2007).

7. **PROPOSAL FOR A YOUTH COMMUNITY WORKER (OR DETACHED WORKER) FOR SWANSCOMBE – DIOCESE OF ROCHESTER (p).**

Further to minute 172/16-17 the Rev. Bonnie Appleton (Diocese of Rochester) has been invited, and kindly agreed, to attend the meeting to discuss and explore the proposal for a youth community worker from the Diocese of Rochester.

To assist with the discussions the information previously supplied to all members is attached.

For Information.
Rev. Appleton and Lorna Hughes (EDC) previously requested, and attended, a meeting with the Town Mayor on 25 August 2016 as they wanted to put a full-time Community Youth Worker in place to assist with the integration of the current communities and the communities from the new developments within the area. This would be subject to successful funding applications and they requested the Town Councils endorsement to assist with these.

Due to the timescales/deadlines involved the Executive & Emergency Committee (8 September 2016) originally considered this matter.

Recommended: To discuss and advise accordingly.

EXTRACT OF Minutes

218/16-17. **PROPOSAL FOR A YOUTH COMMUNITY WORKER (OR DETACHED WORKER) FOR SWANSCOMBE – DIOCESE OF ROCHESTER).**

The Chairman welcomed Rev Appleton and Mr Sesnan to the meeting.

Further to minute 172/16-17 Members considered the additional information, supplied by Rev. Appleton in response to an enquiry by the Town Clerk that had previously been emailed to all members on 5 September 2016.

Members discussed the proposal with Rev. Appleton and Mr Sesnan and agreed that it was important that the Town Council should be a stakeholder in the project as it encompassed the communities' throughout the Town, both old and new.

Recommended: That the project be endorsed and that the Town Council makes provision to fund the project over a 3 year period (from April 2017) as indicated in the report.

EXTRACT – OF MINUTES

171/16-17. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 JULY 2015.**

Recommended: The Minutes of the meeting held on 29 July 2015 were confirmed and signed as a true record.

172/16-17. **PROPOSAL FOR A YOUTH COMMUNITY WORKER (OR DETACHED WORKER) FOR SWANSCOMBE – DIOCESE OF ROCHESTER).**

The Town Clerk advised members of the need to hold the meeting as a result of the meeting with Rev. Bonnie Appleton and Lorna Hughes (EDC) on 25 August 2016.

Members were given hard copies of the additional information, supplied by Rev. Appleton in response to an enquiry by the Town Clerk, that had previously been emailed to all members on 5 September 2016.

Members discussed the merits of the post along with the importance of the local knowledge in relation to the job specification. Concerns were raised that the focus of the project might direct to the new developments only and not the wider community.

Members agreed that it is important for the Town Council to be a stakeholder on the project and help to shape its direction. The Town Council will endorse the project.

As the Town Councils budget has already been set for the year members felt that financial support could not be pledged at this time.

It was felt that a meeting between the Diocese and the Town Councils Regeneration Sub-Committee could give the opportunity for members to explore the scope and practicalities of the project.

Recommended: That the project be endorsed in principal, and an invitation be issued to Rev. Appleton to attend a meeting with the Regeneration Sub-Committee to explore the scope and detail of the project.

There being no further business, the Meeting closed at 8.00 pm.

Signed: _____ Date: _____
(Chairman)

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Graham Blew

From:	Graham Blew
Sent:	05 September 2016 09:40
To:	Cllr Alan S Reach; Cllr Bryan E Read ; Cllr Bryan R Parry; Cllr David J Mote ; Cllr Dr Josephine M Harman ; Cllr John A Hayes; Cllr Keith M Kelly ; Cllr Kevin G Basson ; Cllr Lesley C Howes; Cllr Lorna M Cross ; Cllr Maria B Kelly; Cllr Peter M Harman ; Cllr Richard J Lees; Cllr Simon J Ryan ; Cllr Susan P Butterfill
Subject:	Additional Information - Executive and Emergency Committee - 8 Sept 2016
Attachments:	Item 7 - Additional Information - 8 Sept 2016.pdf
Importance:	High

TO ALL MEMBERS

Please find attached some additional information from Rev Bonnie Appleton (Diocese of Rochester) regarding item 7 on Thursday 8 September Executive & Emergency Committee agenda.

Yours sincerely,

Graham Blew
Town Clerk

SWANSCOMBE & GREENHITHE TOWN COUNCIL
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA.
Tel: 01322 385513 | Fax: 01322 385849
www.swanscombeandgreenhithetowncouncil.gov.uk

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Additional Information

AGENDA ITEM 7

E+E 8/9/16

Dear Graham

Sorry for such a late reply. I've been out if the office today.

The reason is why we were seeking a meeting with yourselves so we could discuss this. Our request is only that the Town Council "consider making a grant in order to attract match funding". We fully accept that your Council may not be able to, and the most important thing is for us to have your support for the other funders.

It may be that you would prefer us to remove the funding request from this report but if so we would like the opportunity to come back to the Town Council later for example for some of the youth activities perhaps next year.

However what we are offering is a hugely beneficial project, especially designed for the needs of Swanscombe, where we do all the fundraising, support and delivery and the Town Council is a key player on the Steering Group. If your Council agreed the funding first it would without doubt make the approaches to all the partners so much more likely to succeed bringing enormous added value to your resources.

We were also thinking that your Council may only be able to contribute for one year to kick-start the project, or even that you would help us secure the funds from others in lieu of making your own contribution.

This is why we would like to first discuss with you how best to achieve this in partnership.

I do hope that explains our request.

Yours Sincerely

Bonnie

Proposal for a youth community worker (or detached community worker) for Swanscombe by the Diocese of Rochester to Swanscombe and Greenhithe Town Council.

Dated: 31st August 2016

Proposal: The Diocese of Rochester propose a partnership approach to the problems and opportunities faced by Swanscombe at this time of great change. With an emphasis on teenagers and families we are proposing to have a worker in Swanscombe governed by a set of objectives enshrined in an investor/stakeholder charter agreed by a group consisting of someone from each of the following: Swanscombe and Greenhithe Town Council, the Ebbsfleet Development Corporation and the Diocese of Rochester. Funding is sought from public and private sector partners as described below.

The Diocese felt it was important to first approach those who are in touch with local people. Hence the first approach is to the Swanscombe and Greenhithe Town Council. This paper sets out in summary what the project could look like for the Town Council to comment on and, if content, to:

a) Consider making a grant in order to attract match funding.
b) Give the diocese a letter of support that can be shown to potential funders as they are approached.

The challenges and opportunities being addressed: Anti-Social behaviour in Swanscombe is a current major concern; much of it is teenagers in the vicinity of the Church of St Peter and St Paul as seen in the minutes of the Anti-social Behaviour and Crime Sub Committee of 20th April 2016.

There have also been alleged incidents of vandalism in the new development at Castle Hill and conflict between established and new residents about the use of the new park at Castle Hill.

Swanscombe remains an area of high poverty and major relative deprivation and this is likely to be a source of further tension as new developments with attractive new facilities and relatively expensive homes continue to be unaffordable to local people. Ebbsfleet (and London Paramount) will bring many thousands of job opportunities and it is vital that young people and their families become ambitious for and connected into these opportunities.

By putting a dedicated worker into Swanscombe a programme of work will be developed in consultation with young people: While the detail of a plan remains to be finalised it is likely that work on three themes will be developed:

1) Work with young people on the streets and in the parish centre based around developing projects and activities jointly with residents from the new housing in Ebbsfleet. This will be led by young people themselves and could be as simple as joint events in the park, trips to sporting activities and local places of interest.

2) Visits, learning, participation, and activities to learn more about the place they live in, such as art based on the Garden City and ideas for its development, the roles of all the workers, the challenges of planning and constructingthe new developments etc. This will include site visits, tours, talks etc.

Revd Bonnie Appleton for the Diocese of Rochester 31st August 2016

3) Pride in Swanscombe – activities that discover and use the existing facilities, highlighting what is available in and around the area and ensuring affordable access for young people.

Outcomes sought:

- Reduced antisocial behaviour across Swanscombe.
- More young people engaged in volunteering or other types of civic participation.
- Young people and families from both established and new communities harmoniously undertaking projects and activities together.

The Diocese of Rochester has responsibility for the cure of souls from south east London, eastwards to the middle of Kent and south to parts of East Sussex. The new housing area of Ebbsfleet is a significant challenge for the diocese and the Bishop's Council has set up Ebbsfleet Project Board, chaired by the Archdeacon of Rochester, to steer and oversee that holistic care and worship is established in the area. The diocese recognises the tensions between the established communities and those who are moving into the new housing and seeks to support both communities as they grow to know and understand each other. This is why they are offering this support at this time.

Summary: After consultation with several groups the Diocesan Ebbsfleet Project Board has prioritised a youth community worker (primarily working amongst disenfranchised youth but not exclusively) as a way of early engagement by the Church in Ebbsfleet and helping to integrate these established members of the community with those moving into the new nearby. The Ebbsfleet Development Corporation has also expressed their keenness that the Church should proceed with this work particularly crossing the boundary between the established communities in Swanscombe and the new communities in the Garden City e.g. Castle Hill. It was discerned that a youth community worker is needed for the Swanscombe area and that the Church has an expertise in this area.

Specific expectations: Depending upon the person appointed and their knowledge of the local area, there could be a few weeks of getting to know the area and/or the groups that are running plus any specific training that is needed. Then there would be a mixture of working alongside established groups in Swanscombe and possibly setting up some new groups as well as doing a significant amount of detached work with those who 'hang around'. At the same time there would be some visiting and support of people on the Castle Hill and the surrounding new housing to see what their 'needs' are. Once trust is established on both sides new initiatives will be developed to bring the communities together.

It is expected that this will be a 3 year post.

The annual cost of the worker, recruitment, on costs and office is £45K. If the salary of the worker proved to be less than expected any excess would be put into project delivery.

Activity base: The Parish Centre of St Peter and St Paul is available to be used but there will also be detached work and activities in different venues around Swanscombe and in Castle Hill area.

Putting together the funding.

To attract external funding we need to start with some local funding on the table as match funding.

We hope to continue this work in future years so small contributions are sought from a number of partners to share the burden, each has to see that the others are contributing. This will help to make it sustainable and also allow for partners to support other initiatives too.

Revd Bonnie Appleton for the Diocese of Rochester 31st August 2016

We believe that we may be able to convince a Charitable Trust to put possibly £___ a year for 2 years, 3 if we can persuade them. We will speak to them week beginning September 5th so we need an indication of locally generated funding which they can match.

The Diocesan investment is represented by Rev Bonnie Appleton's time, personnel, finance and Project Managing support and fundraising support from the Ebbsfleet Project Consultant to the value of £3K.

The Parish of St Peter and St Paul is committed to supporting the post including providing the use of the Parish Centre to the value of £2K.

Financial contributions are needed from:

Funder	**Contribution needed pa**
S&GTC:	
Land Securities	
Camland	
EDC	
Charitable Trust	
DoR	
Parish	
Total	

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EXTRACT

(F)

TERMS OF REFERENCE
THE FINANCE & GENERAL PURPOSES COMMITTEE.

- **REFERRED FUNCTIONS:**

  As an advisory body to consider any recommendations specifically put to it by other Committees in relation to their expenditure and consider and report upon any matters not specifically allocated to other Committees.

NB.

- Standing item on CSC is "Youth Services" under Community Safety Liaison
- Standing item of Full Council under Report of Outside Bodies: "Diocese of Rochester - Community Youth Worker Steering Group"

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AGENDA ITEM
TC 13/12/18 13

EXTRACT OF MINUTES

239/18-19. **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS.**

Members were supplied with the September 2018 issue of the Parish News.

RESOLVED:

That the item be noted.

240/18-19. **PERIODIC YOUTH SERVICE.**

Further to minute 253/17-18 where members agreed to commission a periodic youth service during 2018 – 2019, two proposals had been provided by suppliers.

Both were provided with a specification for a periodic service, covering a one year contract, within a budget of £6,500 with the option of using a Town Council hall as part of the arrangement. A third company had been approached but were unable to provide a proposal.

The specification had called on the companies to be innovative and decide what would be best to deliver that would attract the target age group of 11 – 17 year olds.

Proposal 2 was using its own facilities whereas proposal 1 was reliant on the Town Council providing a venue.

Members considered both of the proposals and after discussion it was agreed:

RESOLVED:

That the proposal 1 be commissioned to deliver the service.

241/18-19. **STAFF / MEMBER TRAINING - UPDATE.**

Members were informed that the following training had been booked/undertaken:-

Councillor Ms L C Howes	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Mrs S P Butterfill	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Ms L C Howes	Chairmanship Conference - KALC	13 December 2018 – East Malling
Councillor Ms L M Cross	Chairmanship Conference - KALC	13 December 2018 – East Malling

RESOLVED:

That the item be noted.

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Programme Proposal 2018-19

Programme Title	XXXXXXXXXXXXX		
Programme Duration	12 months	**Delivery Hours**	3hrs per week x 49 weeks

Target Audience	Young people aged 11 – 17	**Programme Aims**	To set up and deliver a weekly evening activity to engage and educate young people from the Swanscombe and Greenhithe area

Programme details

The proposal is to create a dedicated youth space at XXXXXXXXXXXXX where a range of weekly activities will be delivered including:

1) Minecraft club
2) Coding club
3) Manga arts club

Minecraft

Minecraft is one of the worlds most popular games, which has moved into some classrooms, as teachers increasingly find ways to use the game for educational purposes. Its played on most popular consoles and PC's.

Minecraft is a game where you dig (mine) and build (craft) different kinds of 3D blocks within a large world of varying terrains and habitats to explore.

Minecraft is educational because it enhances creativity, problem-solving, self-direction, collaboration, and other life skills. In the classroom, Minecraft also complements problem solving, math and some business principles.

Coding

Coding has to be one of the least underrated skills, yet one of the most in demand for the workplace.

Learning to code has many benefits including

- **Educational** - learn the basic inner workings of computers
- **Computational thinking** - the ability to communicate your thoughts in a structured and logical way
- **Creativity** – problem solving and story telling
- **Job opportunities** – entry level programmers can command £25k plus jobs in London. Coding specialists are well-paid and highly sought-after on the current market, and opportunities for these skilled employees will expand in the future

Manga Arts

Manga is a style of Japanese comic books and graphic novels, which is very popular in the West. The art and style of Manga is very distinctive and there is an array of amazing resources available to help develop Manga skills.

The benefits of art in all its forms are well noted, these include developing the following skills:

- creativity
- confidence
- problem solving
- patience and determination

Programme Proposal 2018-19

	• accountability • ability to give and receive positive feedback These three topics are accessible to all ages and currently very popular with young people.
Programme Schedule	The programme will alternate each week e.g. Week 1 – Minecraft and Manga Week 2 – Coding Club Week 3 - Minecraft and Manga Week 4 – Coding Club The programme will be delivered on one evening a week throughout the year, including the school holidays. XXX closes over Christmas for three weeks: • w/c 17/12/2018 • w/c 24/12/2018 • w/c 31/01/2019 Each session will be delivered over 3 hours – times to be agreed with S&G TC. The XXXXXXXXXX can accommodate 30 young people each session.
Additional Information / Outcomes	Our activities all have an education remit, however their main purpose is to capture the imaginations of local young people and possibly lead to new hobbies, interests and career ideas. By taking part in a weekly session, will also divert young people away for other less positive activities and give them a focus to direct their skills and talents.
Programme Sustainability	XXX Community Solutions will seek to identify additional funding for future provision. We will also seek to identify potential young community champions and where appropriate training to a) support future XXX projects and b) develop skills for the workplace.

Resources provided	• Young Persons Support Worker (Enhanced DBS) • Volunteer Support Worker (Enhanced DBS) • Fully equipped and accessible venue • Resources • Refreshments • Publicity/posters etc • 4 x quarterly reports

Programme Costs	Youth Support Worker	3 hrs p/w x 49 wks	£2205.00
	Volunteer Support	49 sessions	£490.00
	Refreshments	49 sessions	£490.00
	Materials	12mths x £50	£600
	Server		2000.00
	Administration / Management costs		£500
		TOTAL	£6,285.00

Programme Proposal 2018-19

Insurance Arrangements	**Employers Liability** - NIG Policy number Cover £10m **Public Liability** – NIG Policy number Cover £5m **Professional Indemnity Full Civic** – Hiscox Policy number Cover £500,000
Bank Details	**Bank Details** **Account name** **Sort code** **Account no.**

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332/18-19. **ANTI-SOCIAL PARKING – LOCAL SCHOOLS.**

Further to minutes 132/18-19 and 224/18-19 members were provided with the following information:

A. Following a meeting between The Chairman, KCC Member P M Harman and the Head Teacher on 8 November 2018 a request from Manor School had been received for use of Swanscombe Park as a 'Park and Stride' location.
B. Notes from the meeting with the Headmaster from Knockhall School on 15 November 2018.
C. Slides and notes from the Chairman advising of information passed to the schools for consideration by each school council.

The Chairman and KCC Member P M Harman gave an update on discussions with the 3 target schools within the town. It was confirmed that each school was keen to be involved and agreed that any initiative should be student led with appropriate support.

Members agreed that this initial work was worth continuing and that the Chairman, in partnership with KCC Member P M Harman, liaise with the school councils at each of the three schools to work out tailored plans for each schools parking concerns.

KCC Member P M Harman gave an update on his involvement with the Leaders Working Group at Dartford Borough Council and that discussions were continuing: He confirmed that it was evident from both those meetings, and this work, that no single solution was relevant to all schools.

Members discussed publicity for this ongoing work and agreed to put forward a recommendation to the Town Council meeting on 13 December 2018 that this project continue and to consider informing the press at an appropriate time.

Members also agreed that the request from Manor School for a 'Park and Stride' location within Swanscombe Park be considered within the same item.

Recommended:

1. That the Town Council, at its meeting on 13 December 2018, endorse Councillor P C Harris continued liaison and support with the 3 schools, in partnership with KCC Member P M Harman.
2. That the Town Council consider whether a press release should be issued explaining the work being undertaken at the schools, and if so at what point.
3. That the Town Council, at its meeting on the 13 December 2018, consider the request from Manor Community Primary School to use Swanscombe Park as a 'Park and Stride' location.

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Graham Blew

From: Sarah Smith <sarah.smith@manor.kent.sch.u
Sent: 26 November 2018 08:53
To: Graham Blew
Subject: Parking at Manor

Dear Graham

As you are aware I have been meeting with representatives from your council to look at ways we can ease congestion around our school, improve considerate parking and hopefully in the long run reduce the number of parents who use their cars in the vicinity of the school. I am also part of the Leaders Working Group on School Safety so have attended their meetings and have met with Iona from KCC to work on joint initiatives.

One of the things that is a common approach is a park and stride. This is where parents park a short walk from the school and walk in. I wondered if it would be possible to use the carpark in the park opposite St Peter and St Pauls church to facilitate this. I would then signpost this to parents as a safe place to park and then encourage a short walk through the park and then along Swanscombe Street to the Lolly Pop lady as a safe walking to school route. Whilst I cannot make parents do this if you agree it would be ok I can do a trial period and see if anyone uses it.

Obviously if you or the council members can think of a better alternative for a venue to park and stride from I am open to any suggestions.

Peter Harris and Peter Harman are coming in on Thursday 6th December to talk to the School Council at 8.30am and they will lead a campaign across the school an in the local area to tackle the parking and safety issues around our school.
wondered if the Mayor or

I look forward to hearing from you.

With warm regards

Sarah Smith
Head of School
Manor Community Primary School and Nursery

Graham Blew

From: Peter Harman [redacted]
Sent: 19 November 2018 20:20
To: Graham Blew
Cc: [redacted]
Subject: Use of Swanscombe Park

Hello Graham,

I have recently attended a number of meetings with Peter Harris to discuss safe routes to school. At a meeting with Manor School it was suggested that one option would be to allow parents to park in Swanscombe Park for a time to allow them to walk there children to the school.

I believe it is possible that maybe one or two parents already do this. However, for the school to have this in their travel plan they would need to get permission from the Town Council.

I would therefore be grateful if you could list this as an agenda item for discussion on the appropriate committee please.

Kind regards

Peter

Peter Harman (07956) 347419
KCC Member for Swanscombe and Greenhithe

For details on how I will use your information please click here for my privacy notice

Total Control Panel Login

To: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk Remove this sender from my allow list
From: harmanpeter@hotmail.com

You received this message because the sender is on your allow list.

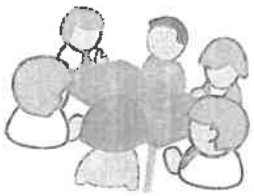
AGENDA ITEM 15
T/C 13/12/18

Serving Parish & Town Councils in Kent

Kent Association of Local Councils NEWS

October 2018

Dementia Friendly Communities



Diabetes UK

Annual Meeting 2018

Our Annual Meeting takes place on Saturday 17 November this year. As usual, our venue is Ditton Community Centre near Aylesford. We will be using last year's successful format and there will be a buffet lunch, kindly sponsored by Came and Company Local Council Insurers. Our theme for this year highlights the importance of health and wellbeing in our county. We are delighted to welcome speakers from two high profile organisations this year.

- The Operations Manager for Kent and Medway Alzheimers Society, and
- The Chairman from the West Kent Division of Diabetes UK.

We know that our delegates will give them a warm welcome, and we are sure that there will be plenty of information that can be taken back to your communities.

The Meeting gives our Association members a wonderful opportunity to network with their Council colleagues, exchange ideas and good practice, as well as keep up-to-date with Association progress.

You should have received your papers for the meeting as this goes to press. If that is not the case, do let the office know accordingly.

We look forward to hearing from you, and hope that our keynote event of the year will be as well attended as possible.

Your October Issue Contents

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Leading Your Learning

Learning and Development 2018

Our Learning and Development Programme carries on as usual during the Autumn months. We have our Chairmanship Conference at The Orchards Event Venue in East Malling before the Christmas rush begins on 13 December. The event is still available for booking, and always proves very popular.

We have a new pilot workshop being launched in December: ***Effective Higher Level Planning For Councils.*** This workshop is

DON'T MISS OUT!

being run by our Planning Consultant Lindsay Frost. ***It is an advanced course, and assumes that participants will have already attended our Introductory Planning Workshops in the past three years.*** If you have done so... This is for you!

The New Year brings new events to our programme. We have our usual Conferences taking place in Spring but we also have our CiLCA training to launch, along with some new subject matter that should be of use to our membership.

We are launching two new workshops: ***An Introduction to Safeguarding for Councils*** and ***Trust and Charity Law for Local Councils***. Both will be led by outside instructors, and we expect high demand for both events.

In the meantime, we will be confirming all our new events as soon as our new website and booking system has been launched officially in November. Watch this space!

- **Effective Higher Level Planning for Councils** Monday 3 December, at Dover Town Council
- **Effective Higher Level Planning for Councils** Friday 7 December, at Lenham Community Centre
- **Chairmanship Conference** Thursday 13 December at the Orchards Event Venue, East Malling

Look Out in 2019 for...

- CiLCA Training
- Planning Conference
- Audit Workshops

We last changed our website in 2013. As everyone knows, technology moves at a very fast pace these days, so its time for us to "get with the programme" and update our internet presence.

We are formally launching our new site at our Annual Meeting on 17 November...

Time waits for no man and neither does technology - there is always something new on the horizon, be it a new platform for Social Media, a new games console, or a different way of accessing your information on the internet.

In response to our members' requests and to make our Association just that little bit more efficient, we are changing our website and our providers for event management this winter. The new website will be provided by Vision ICT.

We are aiming to have a "soft launch" of the website the week before our Annual Meeting so that members get a taste for our new look.

Our new booking system using Eventbrite will come online at the same time. The system is easy to use, and as one of the world's biggest providers of event management software.

More information will be provided wehn the new website is formally launched at the Annual General Meeting.

Let's Talk Safeguarding

We all like to think that we can trust and be trusted in our community. Children, young people and vulnerable adults should be at the top of our list for our extra protection, and it is to this end that the concept of "Safeguarding" is both relevant and necessary in a community setting.

Child Protection, along with the safety and wellbeing of vulnerable adults, has now shifted to a more "all round process". As such, it is everyone's responsibility to ensure that it is carried out for those who both use our facilities, and come into contact with those who run them.

"Safeguarding means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect."[1]

[1] https://www.cqc.org.uk/what-we-do/how-we-do-our-job/safeguarding-people

The recent Kent and Medway Safeguarding Adults Board initiative during their "Awareness Week" at the beginning of October did much to highlight the potential problems that isolation can bring to our older people, including their exploitation by some. Consumer scams are a common problem, as is hate crime, and we must all be vigilant.

Children are also within this remit, and it makes sense that we know how to identify a safeguarding issue. You should therefore make sure that you recognise your responsibilities, and what you should do if you suspect that there is a potential problem.

KALC has identified "safeguarding" as a topic that needs further exploration and discussion by our members who may not be fully aware of legal implications and how they should comply. We have therefore set up a learning event on the subject, which will be led by Steve Nash, who is Chief Executive at Swanley Town Council. He is qualified to deliver training in this subject up to Level 3 and has vast experience in his field of expertise.

We shall be shortly launching the The Safeguarding Workshop, which will take place on 29 January 2019 at Lenham Community Centre. It will be an afternoon session and you will shortly be able to book onto the event via our website.

Save the date and send your relevant officer or councillor to what should be a very informative and relevant session on this important subject.

Kent Association of Local Councils Community Awards Scheme 2019 - We're Launching!

The Kent Association Of Local Councils was delighted to launch its sixth Annual Community Awards Scheme at a reception held at County Hall on 20 September. The scheme is supported by the High Sheriff of Kent (who for 2018-19 is Mrs Jane Ashton), the Chairman of Kent County Council (Cllr Mike Angell) and the Mayor of Medway (Mr Steve Iles).

Nominations are invited from Local Councils and Parish Meetings for people living and working within their boundaries who are selfless individuals and give an outstanding contribution to their community. There is no predetermined criteria for that contribution; last year's recepients were a diverse cross section from volunteers who arranged village activities to those who took fundraising to a new level for projects and good causes.

This year's winners will receive a certificate signed by the High Sheriff of Kent, the KCC Chairman, the Mayor of Medway, as well as the Kent Association of Local Councils Chairman. Each Council can decide whether they want to present something extra to the winner or all nominees.

The High Sheriff of Kent, Jane Ashton, commented:
"There are many, many unsung heroes in Kent doing remarkable work for the benefit of others in their communities. The KALC Awards give recognition to these individuals and it gives me great pleasure to support them."
KCC Chairman Cllr Mike Angell said: *"This is the 6th year the Awards have been running and I am only too pleased to be able to help launch them this year. Parish and Town councils are the closest to their local communities and see people volunteering in many diverse roles to support those in need. I am delighted that we have this opportunity to recognise these marvellous people and the fantastic contribution all our volunteers make to their communities."*

Mayor of Medway Steven Iles said *"I am proud to be supporting this worthwhile scheme"*.
KALC Chairman Mrs Sarah Barker said: *"We are delighted that the High Sheriff of Kent, Chairman of Kent County Council and the Mayor of Medway are supporting this excellent Awards Scheme. As the first tier of local government closest to their communities, our member Councils are ideally placed to recognise those individuals who make a significant contribution to their local communities across the county."*

The Scheme closes for nominations on 31 January 2019, so if you have someone in mind who could be a worthy recipient of an Award, you still have plenty of time to contact KALC. You can do so by emailing us at kalc@kentalc.gov.uk and we can provide you with further details, or by contacting Terry Martin on 01304 820173

County Matters

Just in case you are not aware, Kent County Council (KCC) is currently consulting on its proposed budget for 2019/2020. ***The consultation closes on 21 November 2018.***

KCC estimates that increased demands and costs will amount to about £66 million, which together with net grant reductions of £28 million result in the need to raise and/or save £94 million.

The consultation explains that

"Increasing council tax by just under 3% plus the 2% social care levy would raise £37 million, and the remainder would need to be found from making savings and already planned but limited use of reserves. At this stage the council is still to identify detailed plans for around £16 million pending the Chancellor's budget and local government settlement. Taken together, the proposed changes would add just over £1 per week to the KCC element of the council tax bill for a typical Band C property."

KCC is inviting views on three key areas:

- **Council Tax – is a rise acceptable if it helps to sustain the services you most value?**
- **The future of our services – are we focusing on the right priorities or have we got some things wrong?**
- **How can we improve our communication with you – so that you are aware of the challenges we face now and in the future?**

Further details on the KCC consultation and supporting documents can be accessed via the following link: www.kent.gov.uk/budget.

For hard copies and alternative formats of the consultation material, please email alternativeformats@kent.gov.uk or call 03000 421553 (voice).

For Text Relay, please use 18001 03000 421553. This number goes to an answer machine which is monitored during office hours.

NEWS FROM OUR NATIONAL ASSOCIATION

nalc
National Association of Local Councils

As we go to press this month, the NALC Annual Conference will be underway. KALC will be attending this, and our November issue will cover the event in further detail.

The National Association of Local Councils will be holding its ***Spring Conference on Monday 11 February 2019,*** at the Royal National Hotel in Bloomsbury, Central London. Ideally placed very near to St Pancras International Station, it promises to be an essential event for clerks and councillors alike. The programme is varied and includes various workshops that are very relevant to our tier.

Tracey Crouch, MP for Chatham and Aylesford, will be speaking in her capacity as Minister for Loneliness and Civil Society at the Department for Culture, Media and Sport.

The day is complimented with refreshments and a networking lunch.

If you would like to attend, you can book your place by visiting the NALC website here: https://www.nalc.gov.uk/our-events/spring-conference-2019

NEWS FROM OUR NATIONAL ASSOCIATION

nalc
National Association of Local Councils

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New analysis by the National Association of Local Councils (NALC) on women's representation in local government shows more women are getting involved in their community through their local (parish and town) council than in larger principal authorities.

Research by the Fawcett Society on council elections in May 2018 reveals that on the centenary year of the women's right to vote, the proportion of women elected to principal (district, county and unitary) authorities in England now stands at 34%.

However data gathered by NALC for the very first time through its Diversity Commission – set up to undertake an assessment of the diversity of people who are local councillors and encourage more and people to become councillors – is more positive as it shows 40% of councillors in the first tier of local government are women.

Other findings from NALC's Census Survey of around 100,000 local councillors include:

- The average age of local councillors is 61 (compared to 60 at principal authority level according to Local Government Association's most recent Councillor Census)
- Just 1% of councillors are aged between 18 and 25 (with 10.2% of the UK population in this age bracket)
- 93% of local councillors are white British (in 2011, 86% of the UK population identified as being white)

NALC is also firing the starting gun on its parish elections 2019 campaign – coinciding with the government-backed #CommunitiesWeek which recognises the work of local people, groups and organisations across the country in driving positive change and making an impact in their local areas – to encourage more people to stand for election as local councillors next May.

Cllr Sue Baxter, chairman of NALC said "For the first time in our history we have an in-depth understanding of what the local council sector looks like and the amazing 'hyperlocal heroes' who work tirelessly to improve their area.

"However what the NALC and the Fawcett Society research tell us is that there is still work to do for local councils to be more diverse and representative of the communities they serve.

"Next year's local elections in May are a golden opportunity to get more people involved in making a positive difference in their area by putting themselves forward for election to their local council.

"But the clock is ticking and I want to see local councils across the country stepping up their efforts to encourage more people to become local councillors.

"As part of our campaign NALC will be developing a range of resources including guidance to help local councils engage effectively with diverse members of their community, as well as calling for support from the government and Local Government Association."

YOUR COUNCIL IS VITAL...

Dr Joanie Willett [1]is a lecturer at the University of Exeter who specialises in Government and Politics. She recently contributed to the London School of Economics Blog Feature and explains that communication is key in order to effectively engage a broad and diverse population to participate in their local council. Here is an abridged version of her article, for which she kindly gave her permission - written as a summary by Tricia Casey-Green

[1] http://blogs.lse.ac.uk/politicsandpolicy/parish-councils-engagement/

When we speak of British politics, we generally have a vision of the Houses of Parliament in Westminster. We might go a little further with that vision and imagine the heady, sometimes humorous but often serious proceedings in Prime Minister's Question Time. If we speak of local politics, we generally think of principal authorities, for example in our case, Kent County Council. Push that a little more, and we have our district and unitary authorities. We don't often hear about our Local Councils unless we live in an area in which there is one! The National Association of Local Councils (NALC) describes our councils as "the first tier of local government". This is an very true analogy given that parish and town councils are the closest tier of government to citizens, and in the most accessible. It is, of course, much easier to make changes to our own communities where we live and work - rather than to a principal authority or borough that may be far away from us.

The 2011 Localism Act did much to decentralise administrative powers and hand it over to the local community. This has meant that there has been a better response to community issues and local Councils do take on more responsibilities - such as the library or the operation of public toilets.

So the Localism agenda is to be welcomed. Civic participation is good for the individual and the local community too. There are benefits for all, from health and well being to life satisfaction and this in turn leads to ties that bind communities together. It is possible to see this in action with our voluntary sector and also with local issues that matter in our communities. This is very important and if, says Dr Willett, our local councils are to be as dynamic as they need to be, then engagement with formal political participation is also vital.[1]

This can be a problem as engagement with local councils can be poor. In May 2015, only 20% of eligible Parishes contested their vacancies. This sometimes means that Councillors who retire are not replaced and vacancies remain unfilled. This makes it difficult to maintain a vibrant and open local politics.

[1] http://blogs.lse.ac.uk/politicsandpolicy/parish-councils-engagement/

YOUR COUNCIL IS VITAL...

But You Knew That, Didn't You?

Dr Willett sees this as facing a crisis of community formal politics and offers some reasons why this could be so. Her studies are based on a recent collaboration with Exeter University and Cornwall Council. It was noted that many did know the name of their local council and knew broadly what a parish councils was; however, very few knew what the council actually ***did.*** Likewise, there appeared to be a general impression that Parish Councillors tended to be of a certain age, generally retired, and this means that younger people in the study did not feel represented at a local level.

Dr Willett's study also found that it wasn't always a lack of time that prevented people from playing a role in community politics. There were cases where conflict over decisions made meant discord in the Council, and therefore some resignations. These issues create a problem - if there is no diversity, then community matters are sometimes approached from a narrow perspective and solution. That, in turn, means that the old fashioned image of a Parish Council continues.

It seems that one of the big considerations is that of communication. There are instances when this can be somewhat difficult, depending on how Councils disseminate their information. This has been improved over recent years with the evolution of technology of course, and Dr Willett is keen to point out that people DO want to be involved in their communities. Her research suggests that more engagement with young people is key, and that perhaps more should be done via social media and mobile phone applications (or an App, as we all know it!)

She concludes that our tier of governance has an enormous potential to create vibrant communities. Our Councils are vital for invigorating our representative democracy.

In Kent...we knew it already!

IN YOUR NECK OF THE WOODS...

STORIES FROM YOUR PARISHES AND TOWNS

SINGLETON ENVIRONMENT CENTRE

A SUCCESS STORY...

Singleton is a village just outside of Ashford that forms part of the parish of Great Chart. It has be come quite a populated area over the last few years, with ample housing developments having been built. There is a fairly new primary school in the area, and riding on the back of that expansion, a community building named The Singleton Environment Centre was also constructed.

The Centre was originally created in 2008, and had originally been under the management of a body that promoted conservation of the South East.

However, that tenancy was coming to its end, and it was clear that the Centre would need a new stewardship, preferably via a local enterprise. It was suggested that perhaps the local Parish Council - Great Chart with Singleton - might take on the lease. It proved to be new venture and obviously would need meetings and proper arrangements to make it a success, but work progressed on the new project. Ashford Borough Council supported the idea and so eventually, a separate Trust, named Singleton Spaces, was created to run the Centre on behalf of the Parish Council.

Over the next year, volunteers were recruited, including the Clerk, Aniko Szocs, the Vice Chair of the Parish Council - Mr Angus Willson - and Council member - Mr Malcolm Wiffen. Other worthy volunteers helped make the transition a smooth one and the Centre was officially open for business on 11 March 2018.

The official relaunch was on 16 June of this year, and it would now seem the Centre has "got its buzz back". Along with two spaces that have been rented out to a private entity, there is a cafe that is open seven days a week and can cater for the events that are held there. There are several community groups that meet at the Centre and it would seem that business is on the increase. If you would like more information on the centre, you can contact the centre by emailing the centre manager centremanager@singletonenvironmentcentre.org.uk
Or by telephone on 07951343885

IN YOUR NECK OF THE WOODS...

News from Our Parishes and Towns

The new Herne Centre, as it is known.

TWENTY YEARS IN THE MAKING! HERNE AND BROOMFIELD GETS A SHINY NEW LOCATION

Cllr Carol Davis wrote to KALC and told us all about the long but successful journey of the new Herne Centre. It's not only a State Of Art community hub for the residents of Hearn and Broomfield, but now houses the Parish Council office too...

"The Herne Centre, as it will be known, was officially opened by Cllr Carol Davis, the longest serving parish councillor, who is chair of the Herne Centre Committee and Bill Whiffen who was the first chairman elected to the parish council, when it was formed in 1996. He served for 14 years.
It has taken 20 years to the complete of the project. It was the most popular request from residents in the Parish Appraisal in 1997, so we started looking for a site for a community centre straight away.

We searched on and off for many years but we couldn't find anyone who wanted to sell or lease an appropriate site.
Finally, in July 2011, we were able to buy the old wooden, former church hall, which our parish council wanted to save as a community facility. Six months later we were able to purchase an adjacent plot of land too.

Our residents were consulted on whether we should refurbish, extend or replace the old hall, with a community centre. The public chose to re-build. Five different designs were put forward and planning permission was granted on the public's choice.

There was some local opposition from people living closest to the new building, however we met with them and took note of their comments and where possible these were incorporated into the design.

TWENTY YEARS IN THE MAKING! HERNE AND BROOMFIELD GETS A SHINY NEW LOCATION

To progress the project our residents were asked and the majority of respondents agreed to a Public Works Loan. Tenders were sought and BEC Construction were appointed. This all took quite a while and contracts were signed in May 2017 and the building work started.

Meanwhile fundraising continued and despite not many grants being available to parish councils, we've managed to raise a magnificent, £640,000!
We are most grateful for all the generous donations and grants received, as well as contributions from our residents through the precept and all the fundraising done by our excellent volunteers, which includes past and present councillors and our clerk Monica Blyth. Monica's workload greatly increased during the build, which included responding to enquiries, applying for grants and attending the monthly progress meetings between the council, contractors, architect, etc.

The parish office will re-locate to the new building, once the services are up and running.

We were fortunate that our current chair, Ann Blatherick, is a civil engineer and was able to oversee the build and raise any concerns.

The building is environmentally friendly, being well insulated, with a 10kW solar PV array, air source heat pump, LED lighting and an energy free mono-draught ventilation system. We have installed a monitor so that everyone will be able to see how much energy we are generating.

We decided to appoint a Community Interest Company to run the building on the parish's behalf and this has now amalgamated with charity, West Faversham Community Association, which will hopefully generate grant funding for community events at the new centre.

We are proud that the centre is fully accessible to people with disabilities. It will be warm and welcoming and become a community hub for everyone.
About 200 people looked around the new building and were served refreshments by the management team. Visitors were very complimentary about the building and there was a lot of interest in the Before or After School Clubs, hiring the centre for family celebrations and the activities that are already booked to run sessions.

We would say to any other parish looking to improve your facilities, be thorough in your feasibility investigations, keep the public involved through consultations and don't be discouraged by nay-sayers; look after the needs of the majority of your residents, you can never please everyone!"[1]

[1] Many thanks to Carol for her article.

IN YOUR NECK OF THE WOODS...

Westerham Town Council - Dementia Friendly Community

The West Kent Town turned a negative into a positive ...with great results.

In the Spring of 2014, a long time resident of Westerham who had also been living with Dementia, Margaret Payne, went missing and has never been found. The residents of Westerham were, naturally, very moved by this event and it wasn't long before community members wanted to make something that was very sad into a positive outcome. Angela Howells, the Town Clerk, and the Kent County Council (KCC)Community Warden, Steve Grange, set about rallying the town to organise something that would be a fitting tribute to Margaret.

At this time, there was no dedicated community project that would support the residents that were over 65 years of age - currently around 20% of the local population. The idea of launching a Dementia Cafe was mooted and in due course this was set up with the help of a successful KCC funding bid that was a joint initiative

Sir Michael Fallon MP, who serves Sevenoaks, recently visited Westerham's Forget Me Not Cafe which was set up in memory of Margaret Payne, a Westerham resident.

IN YOUR NECK OF THE WOODS...

WESTERHAM TOWN COUNCIL - DEMENTIA FRIENDLY COMMUNITY

between Edenbridge and Westerham. It was equally lovely that Margaret Payne's family also donated an amount to the scheme.

The project has been a success, thanks to the involvement of the Sevenoaks Dementia Friendly Community Forum, and the dedicated help of volunteers that run the Cafe, not just for those living with dementia, but as a means of support and respite for their carers too.

The results of this initiative have paid dividends to many. The residents of Westerham have welcomed the concept of being a "Dementia Friendly Community" with gusto. Businesses in the town have become involved with other community projects; voluntary clubs are contributing their time and energy to endorsing the schemes that are now up and running.

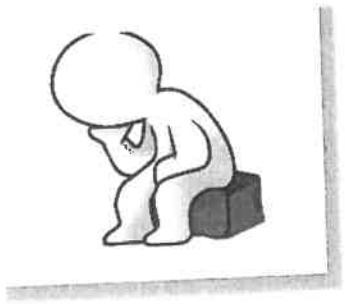
The work the community has done has not gone unnoticed either. In October 2016, Westerham won the Kent Dementia Award for a Community Project. Presented by Angela Rippon, it was a fitting accolade. The award was judged by a panel who live with dementia, and they understood the work that Westerham had done to make life easier for them. This is clearly part of the Cafe's success: the event regularly has 30- 40 attendees and its numbers continue to grow.

The town continues to build on that success. The Town Clerk is a member of the Sevenoaks Dementia Friendly Community Forum, and the Council sponsored some of the running bibs at the Sevenoaks Dementia Run this year.

It is, indeed, a fitting tribute to Margaret Payne. Westerham has made something negative into a positive, and that should be commended in any way possible!

GOVERNMENT LAUNCHES ITS FIRST LONELINESS STRATEGY

The Government launched its first "Loneliness Strategy" on 15 October 2018. The Prime Minister was quoted as saying that loneliness is one of the greatest public health challenges of our time, and to that end, extra funding has been released in the battle to combat it. Not only will general practitioners be able to refer patients experiencing loneliness to community activities, but there will also be greater input from voluntary services. Likewise, employers are being encouraged to tackle loneliness in the workplace, and various major enterprises have already pledged their support to improve their employees' health and well being.



The late MP, Jo Cox, had already begun to highlight the critical importance of this growing social injustice and so the Prime Minister is keen to take forward its recommendations.

This includes a £20 million investment to help tackle the issue, which was launched in June of this year. This will be available to charities and community groups, through the "Building Connections Fund" which seeks to bring communities together.

More about the strategy can be found out by reading the booklet that has been published alongside the initiative. You can read it by following this link:

https://www.gov.uk/government/publications/a-connected-society-a-strategy-for-tackling-loneliness

and by downloading the PDF version of the document.

It goes without saying that the role of local councils will be very important with the implementation and best practice of the strategy. The Government is committed to working with local authorities and Parish/Town Councils to achieve this via the Local Government Association and the National Association of Local Councils (NALC).

Tracey Crouch, MP for Chatham and Aylesford, is the Minister for Loneliness and Civil Society at the Department for Culture, Media and Sport. She is due to attend the NALC Spring Conference in February next year and she will be speaking on the government's plan to combat social isolation. Please see page 11 for more details as to how you can book your place.

Armistice - 11 November 2018

A Very Special Remembrance

We must all be aware that the centenary of the Armistice or the cessation of the First World War, is fast approaching. The whole of Europe will be embracing the date of 11 November 2018 with much fervour, passion and of course,respect.

Britain takes the Commemoration very seriously and it has become custom not only to have Remembrance Sunday - normally the nearest Sunday to the actual Armistice - as well as two minutes silence on 11 November. However, this year, our Sunday Remembrance falls on the Centenary itself. Consequently, there will be a whole day set aside for the nation to remember "The Fallen".

There are many national events already scheduled to take place that have had media coverage. The Ringing Remembers campaign, for example, will mark the Centenary appropriately as church bells across the United Kingdom were restricted during the course of the First World War. They only rang freely once more after 11 November 1918. The initiative for this year is to hopefully recruit 1400 new ringers, representing those who were lost over the whole period. You can find out more about national events and initiatives by looking here:
https://www.gov.uk/government/topical-events/first-world-war-centenary?

If your community is still deciding what it might do to mark the Centenary, there is a "toolkit" available for download, which you can equally source by following this link:
https://www.gov.uk/government/publications/first-world-war-centenary-toolkit-for-local-communities

At local council level, the National Association of Local Councils (NALC) is supporting "Battle's Over - A Nation's Tribute"

https://www.local.gov.uk/battles-over-nations-tribute-11-november-2018

Overseen by Bruno Peek LVO OBE OPR, Pageant Master, there is to be a World War One Beacon of Light Ceremony, where as many communities as possible are being asked to ignite a beacon that signals the centenary of the Armistice.

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There are already many of our councils who have registered their event details, but if you are thinking of subscribing, further information can be found here:

https://www.local.gov.uk/sites/default/files/documents/Battle%E2%80%99s%20Over%20Guide%20March%20v5.pdf

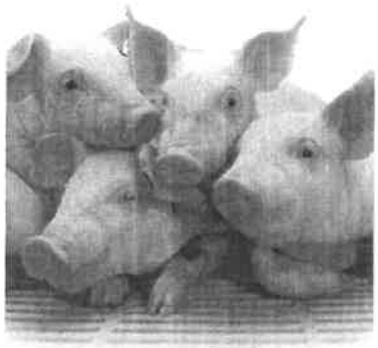
If your town or village has a ceremony or commemoration that you would like to publicise nationally, you can do so by visiting this website
https://armistice100.org.uk/
that is overseen by the Department for Digital, Culture, Media and Sport.

It would be lovely if you could send in your pictures and descriptions of your community armistice events so that we can have an article ready for the next KALC News.

We look forward to hearing from you.

Ideas For Funding Your Projects...

- Don't forget that the Big Lottery Fund accepts applications for "small grants" that are used for community impact. Know as the National Lottery Awards for All, there is funding available from £300 to £10000. If your project can prove that it brings people together, or can enhance the place or space that matters to your village/town, the Fund may be able to help. You should look here in the first place for the application process: https://www.biglotteryfund.org.uk/funding/under10k . Likewise, if you have a bigger scheme in mind, the Fund may be able to assist with its bigger grants. This information can be found here: https://www.biglotteryfund.org.uk/funding/programmes?min=10000&location=england
- Loneliness is a hot topic, and has had national coverage recently as a National Strategy has now been launched. The Plunkett Foundation is running a campaign, aimed at individuals and communities in rural areas. The Foundation may be able to help in some way if you have a particular scheme or project that your community would like to run in the combat against loneliness and social isolation. They are especially keen to hear from rural communities. They can be contacted via their website here: https://plunkett.co.uk/how-we-help/
- As always, the Kent Community Foundation have a variety of options that may be available to local councils in our county. You should access their website here: https://kentcf.org.uk/



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KALC
Serving Parish & Town Councils in Kent

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